



2015/16 DRAFT ANNUAL REPORT

30 JUNE 2016

uMfolozi Municipality

"To provide Service Delivery that creates a better life for all people of uMfolozi Municipality by creating an economically viable and sustainable development."

Table of Contents	PG NO.
Glossary	4
Chapter 1 – Mayor’s Foreword and Executive Summary	6
Component A: Mayor’s Foreword	6
Component B: Executive Summary	7
1.1 Municipal Overview	8
1.2 Powers and Functions	18
1.3 Financial Health Overview	19
1.4 Statutory Annual Report Process	20
1.5 Organisational Development Overview	21
 Chapter 2 – Governance	 22
Component A: Political and Administrative Governance	22
2.1 Political Governance	23
2.2 Administrative Governance	23
Component B: Intergovernmental Relations	24
2.3 Intergovernmental Relations	24
Component C: Public Accountability and Participation	25
2.4 Public Meetings	25
2.5 IDP Participation and Alignment	26
Component D: Corporate Governance	26
2.6 Anti-Corruption and Fraud	26
2.7 Website	27
2.8 Supply Chain Management	27
2.9 By-Laws	28
2.10 Public Satisfaction on Municipal Services	28
 Chapter 3 – Service Delivery Performance	 29
Component A: Basic Services	29
3.1 Water Provision	29
3.2 Waste Water (Sanitation) Provision	29
3.3 Electricity	23

3.4 Waste Management	30
3.5 Housing	34
3.6 Free Basic Services and Indigent Support	35
Component B: Road Transport	36
3.7 Roads	36
3.8 Waste Water (Storm Water Drainage)	37
Component C: Planning and Development	37
3.9 Planning	37
3.10 Local Economic Development	39
Component D: Libraries, Community Facilities and Other	42
3.11 Library Services	42
3.12 Cemeteries and Crematoriums	43
Component E: Environmental Protection	43
3.13 Pollution Control	44
3.14 Bio-diversity, Landscape and Other	44
Component F: Security and Safety	44
3.15 Police	44
3.16 Fire	44
Component G: Corporate Policy Offices and Other Services	45
3.17 Human Resources	45
3.18 Information and Communication Technology (ICT) Services	46
3.19 Finance	47
Component H: Organisational Performance Scorecard (Annual Performance Report)	48
3.20 Annual Performance Information	48
 Chapter 4 – Organisation Development Performance	 74
Component A: Introduction to the Municipal Personnel	74
4.1 Employee Totals, Turnover and Vacancies	74
Component B: Managing the Workforce	75
4.2 Policies	75
4.3 Injuries, Sickness and Suspensions	75

4.4 Performance Rewards	76
4.5 Skills Development and Training	77
Component C: Managing the Workforce Expenditure	80
Chapter 5 – Financial Performance	81
Component A: Statements of Financial Performance	81
5.1 Grants	81
5.2 Asset Management	82
Component B: Cash Flow Management and Investments	83
5.3 Capital Spending on 5 Largest Projects	83
5.4 Cash Flow	85
 Chapter 6 – Auditor General Findings and Action Plan	 86
Component A: 2014/15 Audit Findings and Action Plan	86
Component B: 2015/16 Audit Findings and Action Plan	93
 Appendices	 94
Appendix A - Councillors, Committee Allocation and Council Attendance	94
Appendix B - Committees and Committee Purposes	98
Appendix C - Third Tier Administrative Structure	100
Appendix D – Functions of Municipality/Entity	101
Appendix E – Ward Information	102
Appendix F – Revenue Collection Performance by Vote and by Source	102
Appendix F1 - Revenue Collection Performance by Vote	102
Appendix F2 - Revenue Collection Performance by Source	103
Appendix G - Conditional Grants Received: Excluding MIG	104
Appendix H – Capital Programme by Project	105
Appendix I – Capital Programme by Project by Ward	106
Appendix J – Assessments of the External Service Providers	107
Conclusion	111
Acronyms	1112

Glossary

Accessibility indicators	Explore whether the intended beneficiaries are able to access services or outputs.
Accountability documents	Documents used by executive authorities to give “ <i>full and regular</i> ” reports on the matters under their control to Parliament and provincial legislatures as prescribed by the Constitution. This includes plans, budgets, in-year and Annual Reports.
Activities	The processes or actions that use a range of inputs to produce the desired outputs and ultimately outcomes. In essence, activities describe “ <i>what we do</i> ”.
Adequacy indicators	The quantity of input or output relative to the need or demand.
Annual Report	A report to be prepared and submitted annually based on the regulations set out in Section 121 of the Municipal Finance Management Act. Such a report must include annual financial statements as submitted to and approved by the Auditor-General.
Approved Budget	The budget which has been approved by Council, adjusted to reflect in year virements (i.e. transfers between budgets).
Baseline	Current level of performance that a municipality aims to improve when setting performance targets. The baseline relates to the level of performance recorded in a year prior to the planning period.
Basic municipal service	A municipal service that is necessary to ensure an acceptable and reasonable quality of life to citizens within that particular area. If not provided it may endanger the public health and safety or the environment.
Budget year	The financial year for which an annual budget is to be approved – means a year ending on 30 June.
Cost indicators	The overall cost or expenditure of producing a specified quantity of outputs.
Distribution indicators	The distribution of capacity to deliver services.
Financial Statements	Includes at least a statement of financial position, statement of financial performance, cash-flow statement, notes to these statements and any other statements that may be prescribed.
General Key performance indicators	After consultation with MECs for local government, the Minister may prescribe general key performance indicators that are appropriate and applicable to local government generally.
Impact	The results of achieving specific outcomes, such as reducing poverty and creating jobs.
Inputs	All the resources that contribute to the production and delivery of outputs. Inputs are “what we use to do the work”. They include finances, personnel, equipment and buildings.
Integrated Development Plan (IDP)	Set out municipal goals and development plans.
National Key performance areas	• Basic Service Delivery & infrastructure • Local Economic development • Municipal Transformation and Institutional Development • Financial Viability and Management • Good Governance and Public Participation • Cross cutting Intervention
Outcomes	The medium-term results for specific beneficiaries that are the consequence of achieving specific outputs. Outcomes should relate clearly to an institution's

	strategic goals and objectives set out in its plans. Outcomes are "what we wish to achieve".
Outputs	The final products, or goods and services produced for delivery. Outputs may be defined as "what we produce or deliver". An output is a concrete achievement (i.e. a product such as a passport, an action such as a presentation or immunization, or a service such as processing an application) that contributes to the achievement of a Key Result Area.
Performance Indicator	Indicators should be specified to measure performance in relation to input, activities, outputs, outcomes and impacts. An indicator is a type of information used to gauge the extent to which an output has been achieved (policy developed, presentation delivered, service rendered)
Performance Information	Generic term for non-financial information about municipal services and activities. Can also be used interchangeably with performance measure.
Performance Standards:	The minimum acceptable level of performance or the level of performance that is generally accepted. Standards are informed by legislative requirements and service-level agreements. Performance standards are mutually agreed criteria to describe how well work must be done in terms of quantity and/or quality and timeliness, to clarify the outputs and related activities of a job by describing what the required result should be. In this EPMDS performance standards are divided into indicators and the time factor.
Performance Targets:	The level of performance that municipalities and its employees strive to achieve. Performance Targets relate to current baselines and express a specific level of performance that a municipality aims to achieve within a given time period.
Service Delivery Budget Implementation Plan	Detailed plan approved by the mayor for implementing the municipality's delivery of services; including projections of the revenue collected and operational and capital expenditure by vote for each month. Service delivery targets and performance indicators must also be included.
Vote:	One of the main segments into which a budget of a municipality is divided for appropriation of money for the different departments or functional areas of the municipality. The Vote specifies the total amount that is appropriated for the purpose of a specific department or functional area. Section 1 of the MFMA defines a "vote" as: <i>a) one of the main segments into which a budget of a municipality is divided for the appropriation of money for the different departments or functional areas of the municipality; and</i> <i>b) which specifies the total amount that is appropriated for the purposes of the department or functional area concerned</i>

Chapter 1 – Mayor’s Foreword and Executive Summary

A. Foreword from His Worship, the Mayor

The Annual Report presents an opportunity to take stock and account to the people of uMfolozi on the manner in which this council conducted its business from the start of the financial year to year end. It is with great honour and privilege that I present the 2015/16 Annual Report.

On the service delivery front, the municipality has made remarkable strides towards transforming the community of uMfolozi. We are proud and exuberant to report that we have continued to provide new and additional services to the people of uMfolozi, an example of such would be; access roads, Community Halls, Sports fields and high mast lights.

In all our operations and dealings, value for money and transparency remains the basic principle of our business. We are unshaken in our belief and behaviour to fight corruption and fraud, and we continuously appeal to the community to blow the whistle whenever they suspect or perceive and such acts of fraud. During 2015/2016 number of community road shows were conducted for a purpose of reporting back to the community, and ensuring that municipal plans are informed by the needs of the community, through back to basics initiative the municipality has embarked on a number of programmes as guided by the pillars of back to basics.

I wish to take this opportunity to thank ward committees, forums and Traditional Leadership for their active participation in development programmes of the municipality, such structures are the voice of the people and have assisted the institution to deliver its services as mandated by the Constitution of the Republic of South Africa.

It is with great pleasure to acknowledge the support that the municipality as an institution has received from the community, such support has enabled the municipality to deliver key basic services to the community of uMfolozi Local Municipality. My sincere thanks and gratitude to the Deputy Mayor, Speaker, Exco Members, Councillors, Municipal Manager, the Directors and the entire staff members for their collective effort in ensuring that the vision of the municipality is being realised. I wish to thank Traditional Leaders, Business Community, Government Departments and all the Stakeholders in making our Municipality a better place to live in so as to fulfil our slogan which states *“To provide service delivery that creates a better life for all people of uMfolozi Municipality by creating an economically viable and sustainable development.”*

Thank you

CLLR SW Mgenge
His Worship, the Mayor

B. Executive Statement from the Municipal Manager

In accordance with the Municipal Finance Management Act (MFMA), and the Municipal Systems Act of 2000, every municipality and municipal entity must prepare an annual report for each financial year. The purpose of the annual report is:

- To provide a record of the activities of the municipality;
- To provide a report on performance in service delivery and budget implementation; and
- To promote accountability to the local community.
- To promote transparency in all municipal related practices.

It is with this background that we have the honour of presenting the Annual Report of the uMfolozi Municipality for the 2015/16 financial year. This report contains various reports and documentation which relates to the functionality and financial wellbeing of the municipality, these documents include the financial statements and related financial information, the Annual Performance Report and the service delivery action plan, amongst others (as indicated in the Annual Performance Report).

In this financial year, the Council and Management of uMfolozi Municipality have really put more effort into ensuring that everyday processes of operation are such that when the auditing period is upon us, we are not found wanting. We have drummed it into the conscience of all Councillors and staff to aim for a Clean Audit report and therefore we have generated all our efforts towards the achievement of this goal, this we have done without compromising any phenomenon of service delivery.

The Council of uMfolozi Municipality through its oversight structures took a firm step to ensure that there is alignment between the IDP, Budget and SDBIP in order for the institution to be able to deliver services as legislated. During 2015/2016. The municipality is currently constructing the Thusong centre which will house government departments such as Home Affairs, SASSA and Social Development, therefore thus will assist in ensuring efficiency in the provision of Social Services.

Performance Management is gradually improving as compared to 2014/2015 financial year. Four (4) Performance assessments have been conducted as there have been minor challenges, however, action plans are in place to combat such challenges and safeguard them from happening in the next financial year.

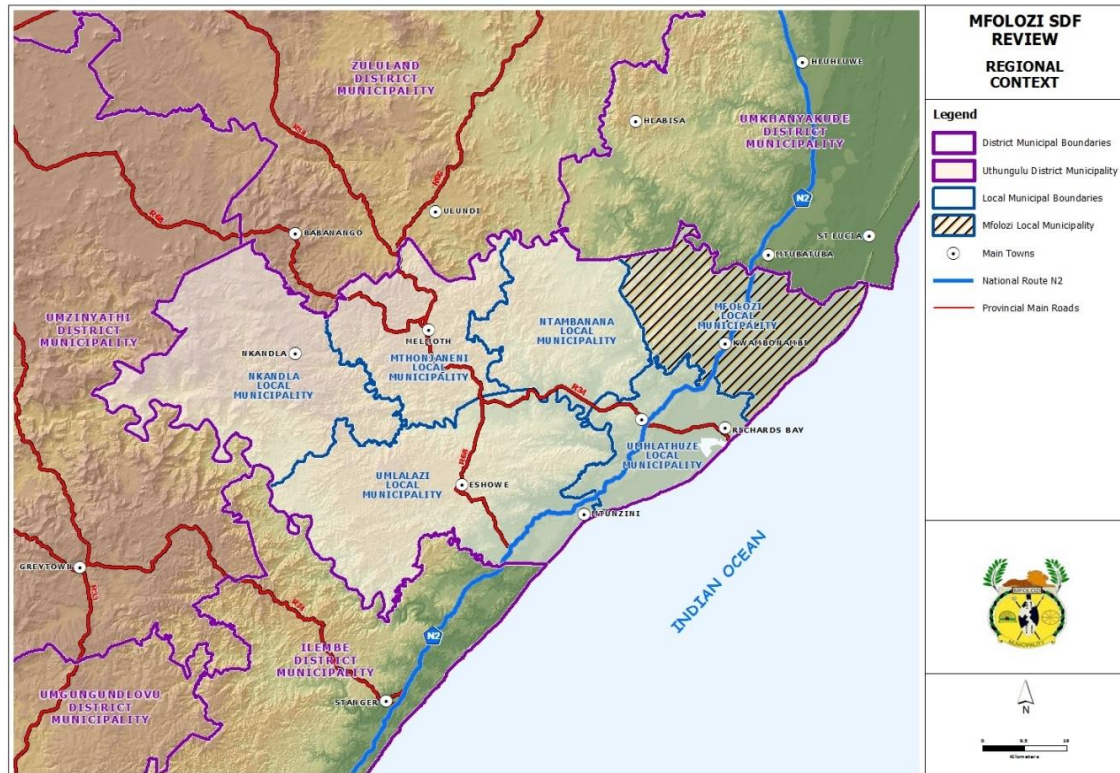
In closing, we would like to thank firstly our community members who have worked hand in hand with us. Without their contribution, there wouldn't be a municipality. We thank the Management and staff of uMfolozi who do not tire in serving the community to the best of their ability at all times. We welcome you to view this document with an open mind, giving us constructive feedback where necessary.

Mr KE Gamede

Municipal Manager

1.1 Overview of the Municipality

uMfolozi Municipality is situated within the uThungulu District Municipality in the north-east of KwaZulu-Natal and covers an area of approximately 1,209km². It is one of six municipalities within the District Municipality. The N2 national road passes through the Municipality which connects it to major towns such as Richards Bay and Durban. The significance of this road to the Municipality is that it serves as the major economic corridor in the area.



Map 1: Regional Context

- **LOCATION**

The Municipality is strategically located within the N2 Corridor. It is within close proximity to Richards bay port and has been earmarked as a growth point for the Richards Bay Industrial Development Zone.

- **NATURAL ENVIRONMENT**

The Municipality has rich coastal forests which have been rehabilitated mine areas for Richards Bay Minerals. It links into the Simangaliso wetland area from Nhlabane. The coastal area is protected and not affected by Development within the Mbonambi tribal area.

- **CULTURE AND HERITAGE**

Cultural and Heritage Tourism is a tool of economic development that achieves economic growth through attracting visitors from outside a host community, who are motivated wholly or in part by interest in the historical, artistic, scientific or lifestyle/heritage offerings of a community, region, group or institution. Such travel is focused upon experiencing cultural environments,

including landscapes, the visual and performing arts and special lifestyles, values, traditions, and events.

The Municipality is very rich in terms of Culture and Heritage tourism. There are heritage events and sites within the Municipality such as:-

- ❖ uMkhosika Nomkhubulwano (Sokhulu)
- ❖ Ntongande Hills (KwaMbonambi)
- ❖ King Dingiswayo grave (KwaMthethwa)
- ❖ Mgomane's grave (KwaMthethwa)
- ❖ Isihlahlasohlanya at KwaMthemthwa,
- ❖ Heritage Day on the 24th September,
- ❖ Cultural Day by our local schools.
- ❖ Mananga Heritage site

- **CULTURAL EVENTS**

There are traditional events which usually occur within the uMfolozi communities, events such as uMemulo, uMkhosi Kanomkhubulwane, Zulu Traditional Dance, Zulu wedding and recreational activities e. g stick fight (Induku). Video shooting for these events are done to attract the existing and potential tourists.

- **INFRASTRUCTURE**

The Municipality enjoys excellent regional transportation linkages with the national road – N2 – serving the province, the two major ports of Durban and Richards Bay. This also links it with other countries like Swaziland and Mozambique, the railway line which serves as an important link between the ports as well as the hinterland parts of South Africa, and the airports.

- **AGRICULTURE**

The agricultural sector within the Municipality is dominated by forestry. 40% of the area is within commercial Agriculture. There is also an emerging sector on small scale agriculture farming through the municipality and a number of co-operatives have been established and are supported through the LED initiatives of the municipality.

DEMOGRAPHIC INDICATORS

Information presented below is based on the 2011 census data and compared, for analysis purposes, with the 2007 Community Survey and the 2001 census data.

Population Size and Growth Projections

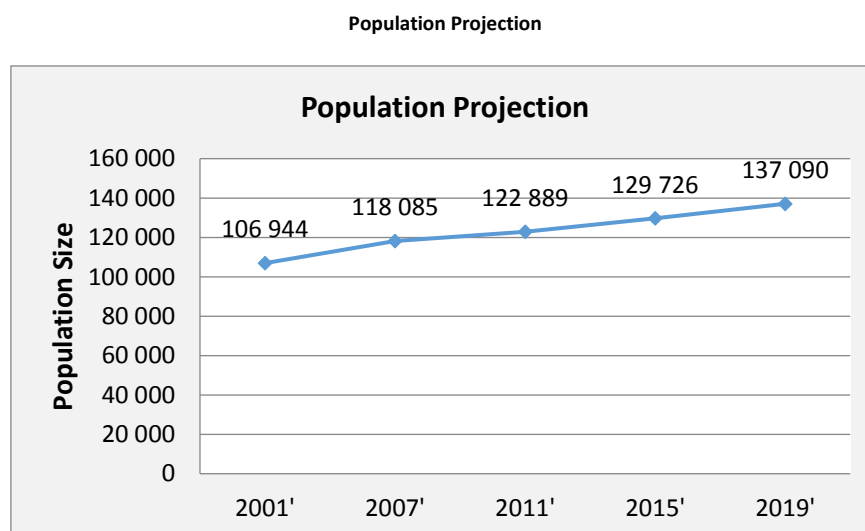
District Population Figures

MUNICIPALITY	DEMOGRAPHIC	SPATIAL SIZE
Mthonjaneni LM	47 818	1086km ²
Ntambanana LM	74 336	1083km ²
Nkandla LM	114 416	1827km ²
uMfolozi LM	122 889	1208km²
uMlalazi LM	213 601	2214km ²
uMhlathuze LM	334 459	795km ²
TOTAL	907 619	8213km²

Source: Census 2011

As indicated on table above, the MLM has the third largest population and the third largest area (see Table 1 above) within the uThungulu District. It accounts for 13.5% of the district population and covers 14.7% of the district area.

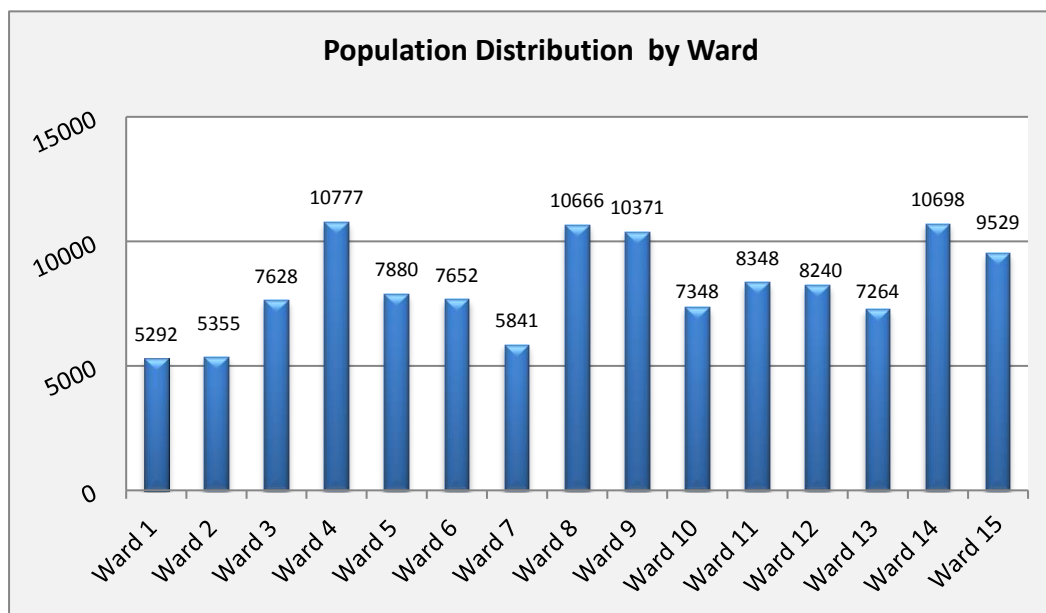
Figure 3 below illustrates that the population has increased by 13% over the last 10 years, increasing from 106 944 in 2001 to 122 889 in 2011. According to Census 2011 the population growth for uMfolozi is 1.39%. There has been a progressive increase in the population size and this increase can be ascribed to factors such as natural growth and in-migration into the area. Assuming that this pattern of growth continues, the total population is expected to reach 129 726 by 2015 and 137 090 by 2019.



Population Distribution

The population of the Municipality is unevenly distributed across all the fifteen (15) wards, with Ward 4 having the highest population followed by ward 8, 14 and 9. Ward 1 has the smallest population, because of the large portion of land that is covered by wetlands and indigenous forest. This part of the municipal area has less than 50 people per square kilometres (km²).

Population Distribution by Ward

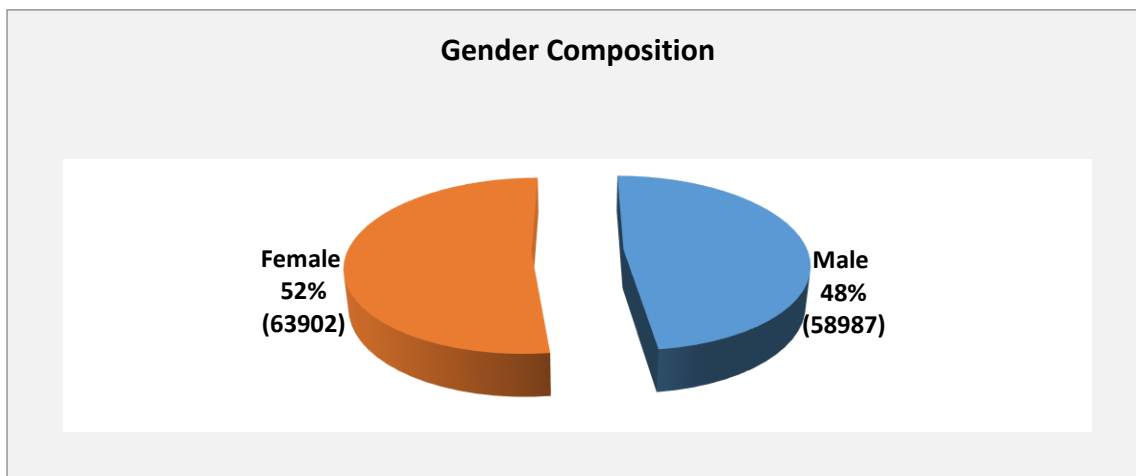


Population Density

The average population density in the Municipality is 101.7/km². Higher density areas are found along the coast in settlements that form part of Sokhulu and Mbonambi Traditional Council areas. Mhlana Traditional Council area is also fairly dense by rural standards.

Gender

Gender Composition

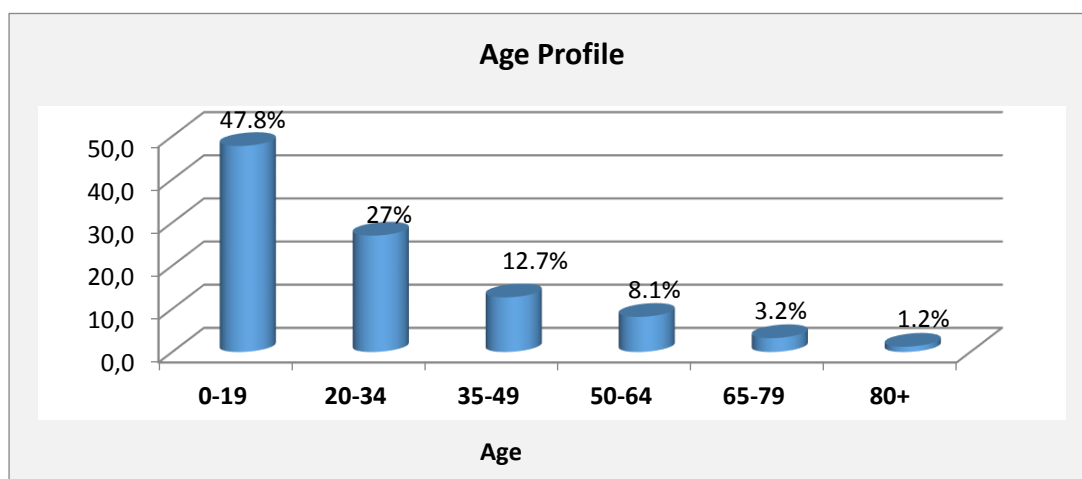


The Municipality's population indicates a slight dominance of female population as it accounts for 52% of the total population while their male counterparts makes up only 48% of the total population.

Age

uMfolozi population is relatively characterised by a young and youthful population. People younger than 20 years of age accounts for approximately 47.8% of the entire population. This group is economically dependent and includes those within the school going age cohort and children that needs pre-school facilities. The economically active group of the population, that is people between 20 and 64 years of age, accounts for another 47.8% of the population while the aged (above 65 years of age) contributes only 4.4% to the total population belongs to the age group over 65 years.

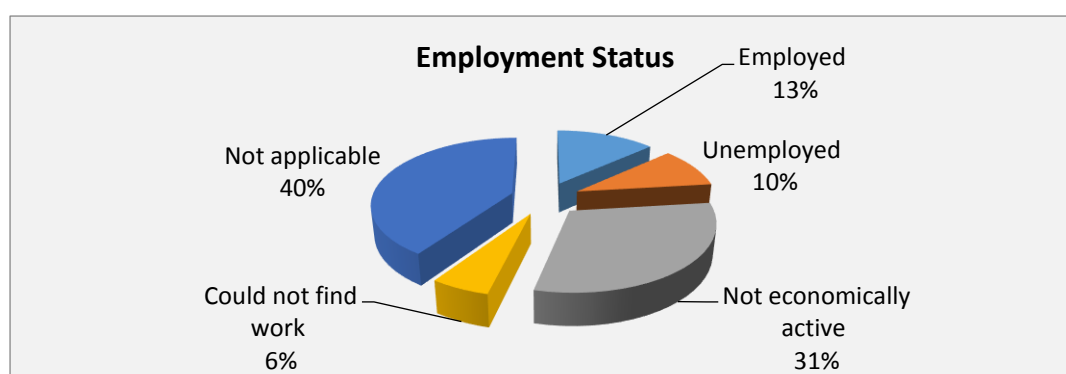
Figure 1. Age Profile



A relatively high representation of the youthful population and economically active population suggests a need for the development of settlements that provides facilities that responds to the needs of the youth. These include sports, education and other recreational facilities. Also important are the employment opportunities to absorb excess labour and provide for those entering the labour market.

Employment Profile

Figure 2. Employment Profile

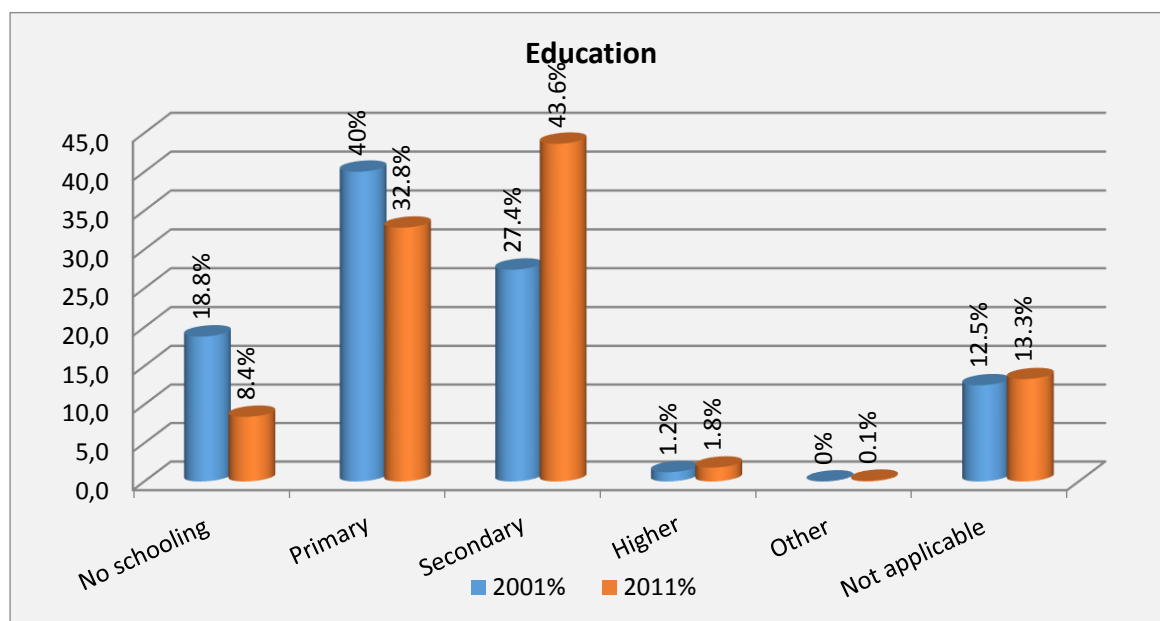


The official unemployment rate in the Municipality is 42%. Youth unemployment is about 50.4%. Although the rate of unemployment has decreased from the situation in 2001, unemployment is still rife and is a major concern for the municipality. As indicated on the Figure above, there is a large number of people who fall within a working age cohort, but who are not economically active. Even more worrisome are those who could not find jobs and those who are unemployed. Dependency ratio is relatively high at 68.2%.

Education Profile

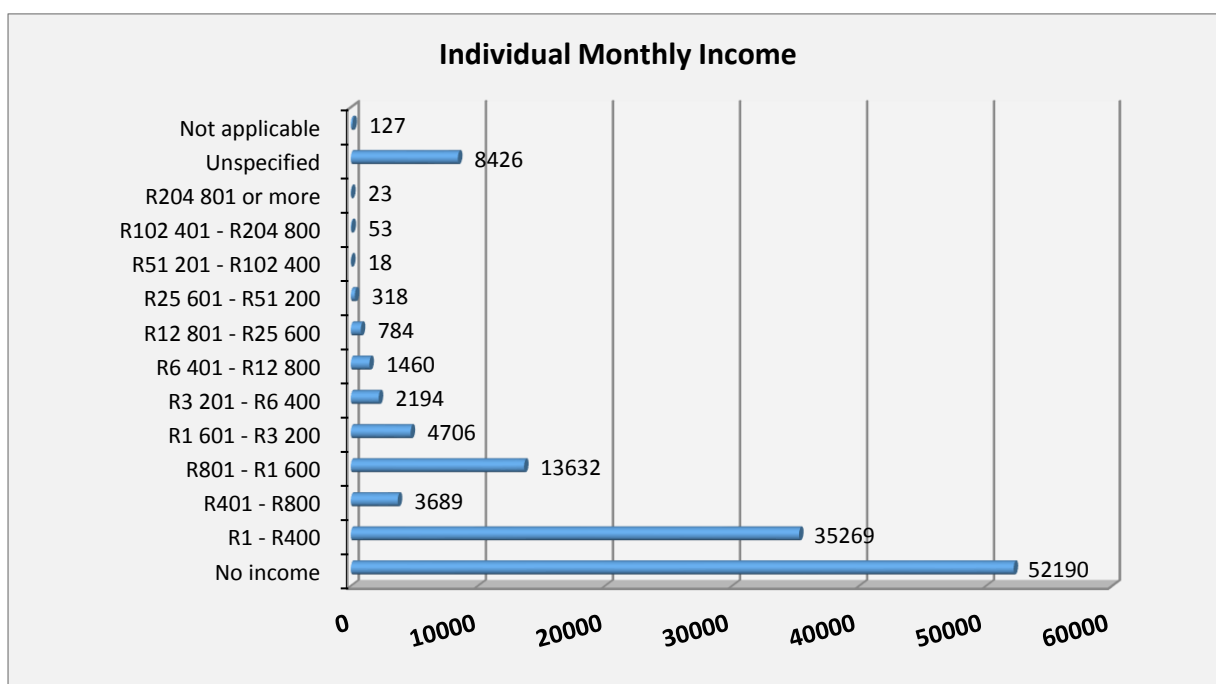
Although the education profile of the population shows a significant improvement since 2001, there is still a general lack of skills and low levels of education in the municipality. The figure below, indicate that 8.4% of the total population does not have formal education. Number of people with primary education has decreased from 40% in 2001 to 32.8% in 2011. Percentage representation of people with higher education is even negligible extremely low at 1.8%.

This suggests a high level of functional illiteracy and accounts for the high unemployment rate. In fact, the majority of people within the working age cohort are not in a position to compete effectively in a skills-based job market.



Income Profile

The uMfolozi Municipal Area could be described as indigent area as 49.5% (60 830 people) of the population has no income, while 46.6% (57 266 people) of the population earn a low income, less than R3 200 per month. It is clear that the majority of the population has either no or very little disposable income, only 3.9% of the entire population earn above R3 200 per month.



Water

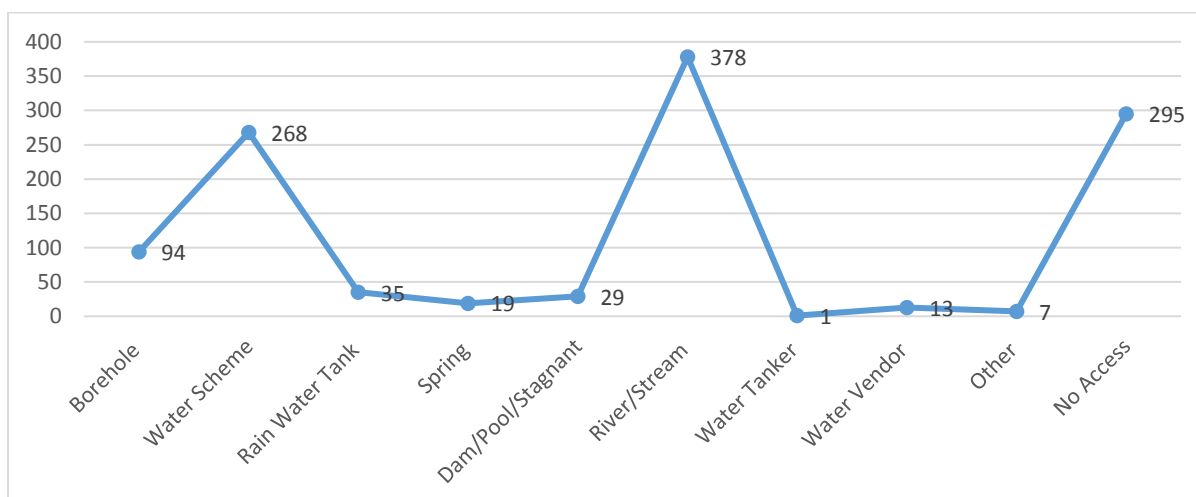
Access to water

Household Access to Piped Water	
Census 2001	33.3%
Community Survey 2007	62.6%
Census 2011	83.2%

Source: Census 2001, Community Survey 2007 & 2011

Boreholes and water schemes are the major sources of water as they provide water to about 368 households. A substantially larger number of households (378) still use rivers/streams as source of water. Water from these rivers is not purified and thus exposes the community to a range of water borne diseases.

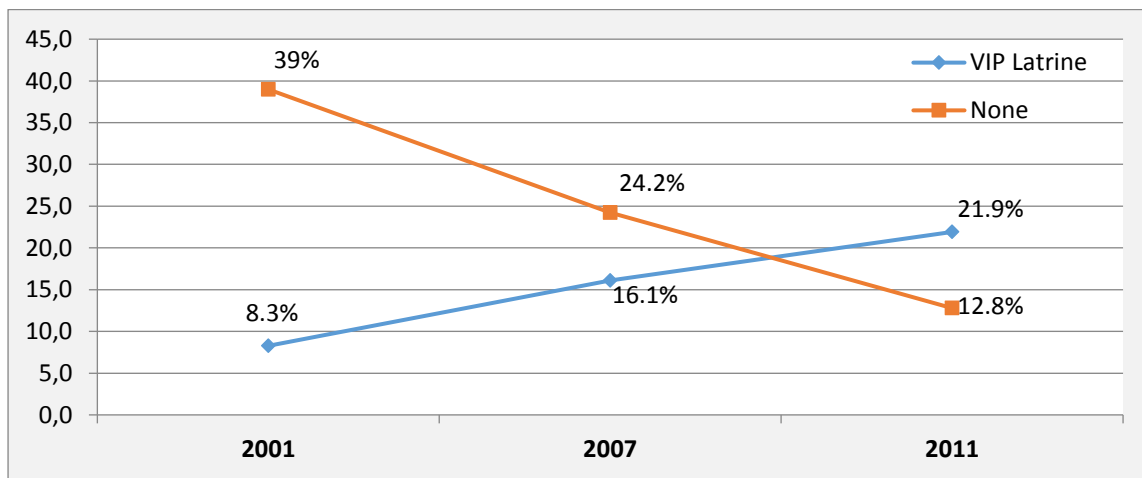
Access to Water



Sanitation

Pit latrines are the most common form of sanitation in the Municipality. 276 households use pit latrines with ventilation while 316 households use pit latrines without ventilation. The latter are self-built and varies in quality and safety. Low representation of households who makes use of septic tanks

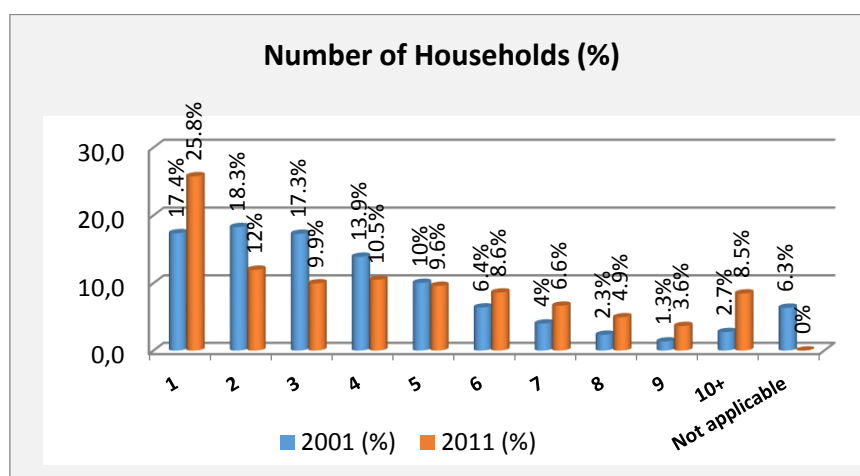
and water borne sewer confirms the rural character of the municipality. 147 households do not have sanitation facilities at all.



As indicated on the figure above, although the situation has improved, the rate of improvement in sanitation is very slow. The population that have access to VIP sanitation increased by 13.6%, while the population that have no access to any sanitation facility decreased by 26.2% during this period (refer to the Figure below).

The refuse removal service is provided in Mbonambi Town only. Again, this signals the general rural character of the area. 80% of households use their own dumps.

Households



The graph above depicts the information contained in the 2001 to 2011 census which shows that uMfolozi has increased in households from 2001 to 2011. The number of households in the Municipality increased by 20% between the year 2001 and 2011. This marks an increase from 19143 households in 2001 to 25884 households in 2011. At least 46.4% of these households are headed by women suggesting a need for the future housing projects to be gender sensitive and prioritise the housing issues facing women. As indicated on the Figure 7 above, households are becoming smaller in size with the majority having less than 5 members. It is also noted that the representation of relatively larger households with more than six members socio-economic increased during this period.

HIV/AIDS

The incidence of HIV/Aids in the Municipality reached its highest level in 2004, thereafter a decrease is observed. This could be the result of the positive impact that the distribution of anti-retroviral medication had in the Municipal Area.

The impact of HIV/Aids is a very serious issue and should be incorporated into whatever strategies or developments that are undertaken in an area. Typical impacts of AIDS include decreased productivity of workers, increased absenteeism and additional costs of training of new workers. It also represents a greater demand and pressure on health facilities and as the statistics gathered from antenatal clinics indicate a very real problem of AIDS orphans and child (minor) headed households. These factors must be taken into cognizance when devising local economic development strategies. The concerns about the impact of HIV/AIDs on uThungulu District needs to be reiterated as KwaZulu-Natal has the highest HIV prevalence rate of all the provinces. Structures such as Local AIDS Councils and WACs should be strengthened so that the municipality can be able to address issues relating to HIV/AIDs, perhaps through trainings and initiation of awareness campaigns.

Key Findings

The population settlement trend is that people are generally settled in Traditional Authority areas. The incidence of Absentee Household members (according to the UDM QOLS 2009) in Mfolozi is 22, 26% which is higher than the uThungulu District average of 17%. This is indicative of people temporarily leaving the uMfolozi Municipal area for employment purposes.

uMfolozi has a very youthful population, accounting for 48.4% or 58,671 persons. This has an implication in terms of types of services that might be needed to cater for this age group which impacts on the Municipal budgeting thereof.

There has been a significant increase in the number of pensioner headed households since 2007 from 32.43% to 46.84%. Some reasons for this trend could be:

- (1) parents working elsewhere,
- (2) deceased parents
- (3) the traditional culture of extended families as well as the
- (4) effects of migrant labour.

In 2001, 30% of the total adult population in the Municipality had no formal education. This percentage has decreased to 24% in 2010.

The incidence of HIV/Aids seems to have stabilized, this is in line with the notion that the disease is reaching maturity. The incidence of HIV/Aids reached its highest level in 2004, where after a decrease is observed. This could also be the result of the positive impact that the distribution of anti-retroviral medication had in the Municipal Area.

1.2 Powers and Functions

The following table indicates the Powers and Functions of uMfolozi Municipality as per the 2007/2008 Capacity Assessment:

Table 1: uMfolozi Municipality – Powers and Functions

Function	Responsible Body
Air Pollution	Local Municipality/ External Service Provider
Building Regulations	Local Municipality
Child Care Facilities	Local Municipality
Electricity reticulation	District Municipality
Fire Fighting	District Municipality/Local Municipality
Local Tourism	District Municipality/ Local Municipality
Municipal Airports	District Municipality/ Local Municipality
Municipal Planning	District Municipality/ Local Municipality
Municipal Health	District Municipality
Municipal Public Transport	Local Municipality
Storm water management	Local Municipality
Trading Regulation	Local Municipality
Water and Sanitation	District Municipality
Beaches and amenities	Local Municipality

Billboards, display of advertisements in public places	Local Municipality
Cemeteries; funeral parlours and crematorium	Local Municipality
Control of public nuisance	Local Municipality
Control of undertakings selling liquor to public	Local Municipality
Facilities for accommodation, care and burial of animals	Local Municipality
Fencing and fences	Local Municipality
Licensing of dogs	Local Municipality
Licensing and control of undertakings that sell food to the public	N/A
Local amenities	Local Municipality
Markets	Local Municipality
Municipal abattoirs	District Municipality
Municipal Parks and Recreation	Local Municipality
Municipal Roads	Local Municipality
Noise Pollution	Local Municipality
Pounds	Local Municipality
Public Places	Local Municipality
Refuse removal, refuse dump and solid waste disposal	District Municipality/ Local Municipality
Street Trading	Local Municipality
Traffic and Parking	Local Municipality

1.3 Financial health overview

Financial Overview: 2015/16			
			R'000
Details	Original budget	Adjustment Budget	Actual
Income:			
Grants	R131 784	R137 940	R137 940
Taxes, Levies and tariffs	R6 895	R6 895	-
Other	R26 321	R15 165	-
Sub Total	R165 000	R160 000	-
Less: Expenditure	R165 000	R160 000	-
Net Total*	0	0	

Operating Ratios	
Detail	%
Employee Cost	38%
Repairs and Maintenance	4%
Finance Charges & Impairment	1%

Total Capital Expenditure: 2013/14 – 2015/16				R'000
Details	2013/14	2014/15	2015/16	
Original Budget	R22 368	R22 713	R63 257	
Adjustment Budget	R26 724	R56 582	R52 412	
Actual	R26 864	R46 088	R52 412	

Comment on Capital Expenditure

The construction of the Thusong Centre is in good progress, and it is anticipated that the project will be completed in the next financial year. There is an agreement between the project is co-funded by the KZN Department of Cooperative Governance and Traditional Affairs, Richards Bay Minerals and uMfolozi Municipality. The project will be completed in the first six months of the next financial year, being December 2016. An amount of R17 million has been provided in order to ensure that the project becomes a success.

1.4 Statutory Annual Report Process

No.	Activity	Timeframe
1.	Finalise the 4th quarter Report for previous financial year	31 July 2016
2.	Submit draft Annual Report to Internal Audit	
3.	Audit/Performance committee considers draft Annual Report of municipality and entities (where relevant)	31 August 2016
4.	Mayor tables the unaudited Annual Report	
5.	Municipality submits draft Annual Report including consolidated annual financial statements and performance report to Auditor General	
6.	Annual Performance Report as submitted to Auditor General to be provided as input to the IDP Analysis Phase	
7.	Auditor General audits Annual Report including consolidated Annual Financial Statements and Performance data	1 September – 31 October 2016
8.	Municipality receives and start to address the Auditor General's comments	30 November 2016
9.	Mayor tables Annual Report and audited Financial Statements to Council complete with the Auditor- General's Report	
10.	Audited Annual Report is made public and representation is invited	
11.	Oversight Committee assesses Annual Report	

12.	Council adopts Draft Oversight report	30 December 2016
13.	Draft Oversight report is made public	
14.	Draft Oversight report is submitted to relevant provincial councils	
15.	Commencement of draft Budget/ IDP finalisation for next financial year. Annual Report and Oversight Reports to be used as input	25 January 2017
16.	Annual Report and Oversight report presented to Council for adoption	31 March 2017

1.5 Organisational Development Overview

Municipal Transformation and Institutional Development remains critical for the improvement of productivity, therefore during 2015/2016 the municipality managed to fill in critical positions which were then compromising the ability of the municipality to deliver services. These positions include the Senior Manager Technical Services, Manager PMS and Manager Supply Chain Management. The Council of uMfolozi Municipality took a stand to enrol municipal staff on CPMD in order to ensure that employees understand the role of Local Government as the closest Sphere to the people; such initiative is also informed by the Workplace Skills Plan of the municipality.

Chapter 2 - Governance

INTRODUCTION TO GOVERNANCE

uMfolozi Municipality is one of the six (6) municipalities under uThungulu District Municipality. The municipality has fifteen (15) wards and almost 90% are rural. The municipality has a Council of 30 Councillors. As part of ensuring accountability and clean administration four Portfolio Committees have been established in terms of section 80, of the Municipal Structures Act 117 of 1998.

Component A: Political and Administrative Governance

The Council play its oversight through established committees, which sit on monthly basis for a purpose of checking whether departments are able to implement resolutions which have been taken by Council. The following committees have been established by Council for a purpose of strengthening accountability and improvement of productivity:

Executive Committee

This Committee sit on a monthly basis and is chaired by His Worship the Mayor, Cllr SW Mgenge has six members representing the NFP, IFP and ANC. The Executive Committee is accountable to Council.

Financial Services Portfolio Committee

The Committee is chaired by His Worship, the Mayor, ensures that the municipality is financial stable in order to be able to continue with the provision of services.

Corporate Services Portfolio Committee

This Committee has been established to assist the Executive Committee and Council in ensuring that there are clear internal controls, thus incorporate following clear human resources processes.

As part of strengthening service delivery the Council has established five Departments being, Executive Department, Financial Services, Technical Services, Community Services and Corporate Services. The Council has established four Portfolio Committees in terms of Section 80 of the Municipal Structures Act, Act No. 117 of 1998. The Municipality of uMfolozi is under the leadership of the African National Congress. Structures such as MPAC and Audit Committee have been established to support to ensure clean administration. The Internal Audit and Performance Management is currently outsourced due to lack of capacity in the Municipality, however the position of the Manager PMS and compliance has been advertised and is currently at a shortlisting process.

The Senior Management Committee comprises of the following personnel;

Municipal Manager (Mr KE Gamede), Chief Financial Officer (Mr JV Nkosi), Director Technical Services (Mr SG Hlatshwayo) and Director Community Services (Mrs CN Ngema).

2.1 Political Governance

INTRODUCTION TO POLITICAL GOVERNANCE

The establishment of oversight structures to strengthen administration is one of the key factors in ensuring clean administration. It is upon such a background that the Council has established Financial Services Portfolio Committee, Technical Services Portfolio Committee, Community Services Portfolio Committee and Corporate Services Portfolio Committee.

The Municipality has further established Performance Management Committee and Audit Committee in order to ensure that attention is paid on compliance matters; the Audit Committee contributed during the compilation of Annual Financial Statements and Annual Report for 2015/2016 financial year. Indeed on a quarterly basis Performance reports are tabled to the Audit Committee as part of monitoring performance and to simply ensure that set targets are being met by respective Departments.

The Council has also established the Municipal Public Accounts, and its composition is in line with South African Local Government Association. This Committee commented on the Annual Report for 2014/2015 which was tabled to Council on 21 January 2016, consequently the Oversight Report for 2014/2015 was tabled to Council on the 29th of March 2016 for adoption and was adopted with no reservation, and thereafter advertised as guided by the Municipal Finance Management Act of 2003. As part of ensuring common understanding between the MPAC and Audit Committee, the Chairperson of the MPAC does attend Audit Committee meetings with a purpose of ensuring that there is coherence when it comes to addressing issues which affects the Municipality.

Political Decision Taking

The Council of uMfolozi has established Portfolio Committees in terms of section 80 of the Municipal Structures Act (Act 117 of 1998) and they recommend to the Executive Committee decisions to be undertaken, but which are line in line with pieces of legislation governing Local Government. As per the Municipal Delegation framework, some of the decisions are not delegated to Council Committees such as approval of IDP, Budget, Appointment of Municipal Manager, Managers directly accountable to the Municipal Manager, Loans, Bank overdraft. Such decisions are the prerogative of Council. The Council of uMfolozi Municipality has a Council Resolutions register which serves as a mechanism to track the implementation of resolutions that have been taken by Council, and such register is tabled to Council on a quarterly basis so as to check how far Departments have gone with the implementation of resolutions. The only outstanding resolution to be finalised during 2015/2016 financial year is the appointment of the Senior Manager Corporate Services. The Municipality has followed all due processes to ensure that the position is filled, however there has been a challenge in filling as the Municipality struggled to get suitable incumbent to fill in the position. The report was tabled before Council.

2.2 Administrative Governance

As indicated in Component A, the Senior Management Committee comprises of the following personnel;

Municipal Manager (Mr KE Gamede), Chief Financial Officer (Mr JV Nkosi), Director Technical Services (Mr SG Hlatshwayo) and Director Community Services (Mrs CN Ngema).

Component B: Intergovernmental Relations

2.3 Intergovernmental Relations

Operation Sukuma Sakhe

Section 41 of the Constitution emphasizes the importance of co-operative governance as one of the key initiatives to address service delivery challenges. uMfolozi Municipality has established Operation Sukuma Sakhe structures where all stakeholders sit together and plan how to address service delivery challenges. Operation Sukuma Sakhe is the vehicle for service delivery hence ensures the avoidance of duplicating resources. The Municipality has been recognised at a Provincial level as one of the Municipalities with effective Operation Sukuma Sakhe programmes. Through operation sukuma sakhe initiative houses have been built for destitute households as part of responding to outcome nine of government.

Structures of operation sukuma sakhe have been established to all wards under the jurisdiction of uMfolozi Municipality with a purpose of having accurate information about challenges that are encountered at a ward level.

Stakeholders Forum

Stakeholders Forum comprises of government departments, NGOs and ward structures, this structure assist much in aligning Municipal programmes with of other stakeholders. This structure has been playing a critical role in ensuring that the five year plan (IDP) of the Municipal has programmes of other sector departments within the jurisdiction of uMfolozi Municipality. However much needs to be done in order to ensure attendance of other key government departments.

Premiers Co-Ordinating Forum

Premiers Co-ordinating forum is one of the structures in the Province of KwaZulu Natal, whereby all Mayors and Municipal Managers of all Municipalities in KwaZulu Natal are expected to actively participate. uMfolozi Municipality has been actively participating, moreover has been reporting challenges that are encountered at a Municipal level which require interventions of the Provincial government

Provincial Council on Aids

This structure is chaired by the Premier of KwaZulu Natal and all Mayors District Mayors of the Province report on HIV/AIDs programmes which are being executed by their family of Municipalities thus include making the budget available for HIV/AIDs initiatives.

The Municipality has been submitting reports on a quarterly basis with regards to HIV/AIDs programmes, and thus has assisted in ensuring that attention is paid to people living with the aforementioned disease.

Provincial Task Team (OSS)

Provincial Task Team is one of operation sukuma sakhe structures; it is where all District Municipalities report on operation sukuma sakhe challenges and achievements. This structure ensures coherence in the provision of services as opposed to duplication and has been recognised by the National Government as the key structure of addressing developmental challenges.

Mayors Forum

The Mayors Forum is attended by all Mayor's under uThungulu District Municipality, this forum assist in ensuring that there is clear understanding among political deployees when it comes to addressing issues of Service delivery. This is one of the key structures hence ensures that there is a political buy in among political principals irrespective of their political affiliations when it comes to the initiation of service delivery programme. The Mayor's Forum serves as a platform for all Mayors to communicate programmes and challenges of their respective Municipalities.

Municipal Managers Forum

This structure comprises of all Municipal Managers under uThungulu District Municipality, its core function is to deliberate on challenges that are encountered by family of Municipalities under uThungulu District Municipality and further come up with possible solutions of initiating sustainable development programmes. The Municipal Managers Forum is chaired by the Municipal Manager of the District Municipality

Chief Financial Officers Forum

This structure comprises of all Chief Financial Officers under the family of uThungulu Municipalities, and has assisted much in terms of experience sharing in order to ensure financial viability and management; the attention is also paid on queries that are raised by the Auditor-General during auditing period.

Corporate Services Forum

This structure has been established by the District Municipality, and has assisted much in addressing issues of Human Resource Development.

Component C: Public Accountability and Participation

2.4 Public Meetings

Communication, Participation and Forums

The Municipality believes that public participation is crucial to a developmental local government, as part of ensuring active participation of the community to Municipal programmes, therefore structures such as Ward Committees, Local Task Team, War Rooms, Youth Council, Women Forum, and Disability Forum etc. have been established in order to ensure that the IDP and Budget of the Municipality is informed by the needs of the community. The Municipality has made financial provision for the release of the newsletter and radio slots for the Mayor in order to ensure that the community of uMfolozi Municipality is well informed about Municipal programmes. In each and every year the Municipality host four IDP/Budget road shows in order to ensure that the community has inputs during IDP /Budget/PMS processes. The issuing of the newsletter on a quarterly basis has assisted much in ensuring that Municipal programmes are communicated to the community. In trying to ensure that uMfolozi Municipality is the accountable government suggestion boxes have been put to all Traditional Councils and War Rooms in order to be aware how is the community feeling about the services that are being provided by the Municipality.

2.5 IDP Participation and Alignment

IDP Participation and Alignment Criteria*	Yes/No
Does the municipality have impact, outcome, input, output indicators?	Yes
Does the IDP have priorities, objectives, KPIs, development strategies?	Yes
Does the IDP have multi-year targets?	Yes
Are the above aligned and can they calculate into a score?	Yes
Does the budget align directly to the KPIs in the strategic plan?	Yes
Do the IDP KPIs align to the Section 57 Managers	Yes
Do the IDP KPIs lead to functional area KPIs as per the SDBIP?	Yes
Do the IDP KPIs align with the provincial KPIs on the 12 Outcomes	Yes
Were the indicators communicated to the public?	Yes
Were the four quarter aligned reports submitted within stipulated time frames?	

Overview of Corporate Governance

uMfolozi Municipality is one of the rural Municipalities under uThungulu District Municipality; consequently it has been difficult to attract scarce skill personnel due to the fact that the salary is not competitive, however in trying to address that number of Human Resource Policies have been developed and work-shopped to both staff and councillors. It is indeed crucial to note that number of governance structures have been established in order to ensure that needs of the poor people are being met. The Corporate Services Department has a responsibility of ensuring the functionality of governance structures such as Portfolio Committees, and any section 80 Committee as per the Municipal Structures Act, Act 117 of 1998.

Component D: Corporate Governance

2.6 Anti-Corruption and Fraud

Fraud and corruption are one of the factors that destroy the potential of local government, however in trying to play a meaningful role in addressing issues of fraud and corruption, investigations have been instituted against those who have involved themselves to fraud and corruption.

The anti-corruption strategy has been reviewed and adopted by Council during 2014/2015 financial year and has been work-shopped to staff and councillors during 2015/2016 financial year. The Council of uMfolozi Municipality has established the Municipal Public Accounts and the Audit Committee which will assist the Council in dealing with issues of fraud and corruption. The Internal Audit function is currently outsourced, and has a responsibility of ensuring that the Municipality complies with all pieces of legislation governing local government

2.7 Website

Municipal Website: Content and Currency of Material		
Documents Published on the Municipality's Website	Yes/No	Publishing Date
Current annual and adjustment budgets and all budget-related documents	Yes	
All current budget-related policies	Yes	
The previous annual report (2014/15)	Yes	
The annual report (2015/16) published/to be published	To be published	
All performance agreements required in terms of section 57 (1)(b) of the Municipal Systems Act (2015/16) and resulting scorecards	Yes	
All long-term borrowing contracts (2015/16)	No	
All supply chain management contracts above a prescribed value for 2015/16	No	
An information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14 (2) or (4) during 2015/16	No	
Contracts agreed in 2015/16 to which subsection (1) of section 33 apply, subject to subsection (3) of that section	No	
Public-private partnership agreements referred to in section 120 made in 2015/16	No	
All quarterly reports tabled in the Council in terms of section 52 (d) during 2015/16	No	

The Municipal website has been recently upgraded and mechanisms have been developed to monitor the number of people with access to website in order to measure its effectiveness and community satisfaction. However the Municipality has been uploading most of the legislated information to the Municipal website.

2.8 Supply Chain Management

The Procurement Plan defines the Supply Chain Management needs of the organization, aligned to the municipality's IDP, Budget and Departmental SDBIP. The plan is for a minimum of one year but aligned to the IDP three year period, this is especially critical in the case of capital projects requiring the issuing of bids for multiyear projects, as well as in order to obtain cost savings through longer term goods and service contracts (limited to a three-year period in terms of the MFMA). The main objective of the plan is to assist the service deliver business units to achieve their service delivery mandates and to meet their service delivery requirements without any SCM processes delays and this forms the integral component of the entire process to ensure effectiveness, efficient and economical SCM processes.

Thresholds as per regulation 12 of the SCM regulations has been set and complied with throughout the year. A thorough review of all contracts and annual supplies contracts was done to identify contracts have reached or about to reach their expiry period and are in the process of being re-advertised. Bid committee structures were also established and implemented in accordance with regulation 27, 28 and 29 of the SCM regulations.

2.9 By-Laws

By-laws Introduced during 2015/16					
Newly Developed	Revised	Public Participation conducted prior to adoption of By-law (Yes/No)	Dates of Public Participation	By-law Gazetted (Yes/No)	Date of Publication
Environmental Health		No		No	
Refuse Removal and Disposal		No		No	
Public Transport		No		No	
Public Roads		No		No	
Pounds		No		No	
Keeping of Animals		No		No	

COMMENT ON BY-LAWS:

The Council approved these by-laws in June 2016. The Council will be work-shopped on the newly developed by-laws and public participation will then commence. Ward committees, war rooms and community members of all 15 wards will be work-shopped on the by-laws.

2.10 Public Satisfaction on Municipal Services

PUBLIC SATISFCATION LEVELS

The Municipality has upgraded its website, and legislated information such as SDBIP, IDP, Performance agreements etc. have been uploaded. Municipal events which have taken place are uploaded by the communication unit in order to ensure that the community is informed about Municipal programmes. Thus far there have been no concerns from the public regarding the Municipal website.

COMMENT ON SATISFACTION LEVELS:

Community meetings and Road shows have been held in order to communicate Municipal challenges and programmes with the community of uMfolozi Municipality; presentations have been also made to Traditional Councils in order to ensure that the Traditional leadership is aware of Municipal programmes in each and every financial year. The community is given an opportunity during the Budget/IDP road shows to raise their comments in respect of municipal plans, and such comments are consolidated in the form of a report so as to ensure that there are interventions by stakeholders. There are quarterly radio slots which are done by the municipal manager for a purpose of affording the community with an opportunity to comment on municipal programmes or plans, such has then assisted much in ensuring that the community is given an opportunity when it comes to the provision of services.

CHAPTER 3 - BASIC SERVICE DELIVERY PERFORMANCE

Basic Service Delivery Performance

Component A: Basic Services

3.1 Water Provision

Water and is a function of a District Municipality. We engage with the District through quarterly infrastructure meetings which are held between the District and other Local Municipalities. All the challenges and progress on projects are discussed in these meetings.

3.2 Waste Water (Sanitation) Provision

Sanitation is a function of a District Municipality. We engage with the District through quarterly infrastructure meetings which are held between the District and other Local Municipalities. All the challenges and progress on projects are discussed in these meetings.

3.3 Electricity

Electricity Service Delivery Levels		
Description	Households	
	2014/15	2015/16
	Actual no.	Actual no.
Energy: (above minimum level)		
Electricity (at least min. service level)	0	0
Electricity – prepaid (min. service level)	315	300
<i>Minimum Service Level and Above sub-total</i>	0	0
<i>Minimum Service Level and above Percentage</i>	0	0
Energy: (below minimum level)	0	0
Electricity (<min. service level)	0	0
Electricity – prepaid (<min. service level)	0	0
Other energy sources	0	0
<i>Below minimum service level sub total</i>	0	0
<i>Below minimum service level Percentage</i>	0	0
Total number of households	315	300

Households- Electricity Services Delivery Levels below the minimum				
*Households				
Description	2014/15	2015/16		
	Actual No.	Original Budget No.	Adjusted Budget No.	Actual No.
Formal settlements				
Total households				
Households below minimum service level				
Proportion of households below minimum service level				
Informal settlements				
Total households				
Households below minimum service level	300	315	0	315
Proportion of households below minimum service level				

Capital Expenditure 2015/16: Electricity Services					
R'000					
Details	2015/16				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original	Vacancies to Budget %
Cinci Electrification	9000	9000	9000	0%	0%

3.4 Waste Management

INTRODUCTION TO WASTE MANAGEMENT

Waste Removal takes place in one out of fifteen Municipal wards. The municipality does not have enough capacity to render this service to all wards.

Currently 100% of urban households within the Municipality are covered by a waste collection system, whilst 0% of rural households are not covered. There is a collection of domestic refuse on Monday and Thursday in town and on Wednesday at Slovo area, and disposed at uThungulu Landfill Site. For those wards that do not receive this service, the Municipality has introduced recycling initiatives to ensure that the areas are in good conditions.

Waste skip bins will be procured for Mzingazi area and Slovo area to create communal pick-up points as these areas generate the most general waste because they have more households. The placement of skip bins will minimise the amount of illegal dumping sites in that have been observed to prevail in these areas.

There is at the moment one legal transfer station at Mbonambi area that only temporally stores garden refuse which is currently being disposed at the Landfill Site. This is however a costly exercise, therefore the Municipality is negotiating with the Department of Environmental Affairs to start composting on the site in order to cut costs and re-use the garden material.

Solid Waste Services Delivery Levels				
Description	2012/2013	2013/14	2014/15	*Households 2015/16
	Outcome No.	Outcome No.	Outcome No.	Actual No.
<u>Solid Waste Removal: (minimum level)</u>				
Removed at least once a week	2350	2350	2350	2350
<i>Minimum Service Level and Above sub-total</i>				
<i>Minimum Service Level and Above Percentage</i>	9.19%	9.19%	9.19%	9.19%
<u>Solid Waste Removal: (Below minimum level)</u>				
Removed less frequently than once a week	0	0	0	0
Using communal refuse dump	230	230	230	230
Using own refuse dump	15327	15327	15327	15327
Other rubbish disposal	1483	1483	1483	1483
No rubbish disposal	6422	6422	6422	6422
<i>Below Minimum Service Level sub-total</i>	23462	23462	23462	23462
<i>Below Minimum Service Level Percentage</i>	91.7%	91.7%	91.7%	91.7%
Total number of Households	25584	25584	25584	25584

T3.4.2

Households- Solid Waste Services Delivery Levels below the minimum						
Description	2012/2013	2013/14	2014/15	2015/16		
	Actual No.	Actual No.	Actual No.	Original Budget No.	Adjusted Budget No.	Actual No.
Formal settlements						
Total households			2350	Outstanding		
Households below minimum service level						
Proportion of households below minimum service level	%	%	%	%	%	%
Informal settlements						
Total households			23234	Outstanding		
Households below minimum service level						
Proportion of households below minimum service level	%	%	%	%	%	%

T3.4.3

Employees: Solid Waste Management Services					
Job Level	2014/15	2015/16			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts) %
0-3					%
4-6					%
7-9	1	1	1	0	0%
10-12	0	1	1	0	0%
13-15					%
16-18					%
19-20					%
Total					%
Employees: Waste Disposal and Other Services					
Job Level	2014/15	2015/16			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts) %
0-3	11	11	11	0	0%
4-6					%
7-9					%
10-12					%
13-15					%
16-18					%
19-20					%
Total					%

COMMENT ON WASTE MANAGEMENT SERVICE PERFORMANCE OVERALL:

a). Sustaining My Schools' Cleanliness Programme

This programme was introduced as a school environmental programme called "Sustaining My Schools' Cleanliness" which runs in a form of a competition. The competition commenced in February 2016 for a period of 6 months. The programme aims to encourage school children within the Municipality to take pride in their surroundings, and ensure cleanliness on the school grounds, classrooms, and to instill a sense of ownership and responsibility for their community and facilities. The programme also puts emphasis on school health and hygiene, looking at the cleanliness of the school kitchen and ablution facilities. There are 30 participating schools in 2016.

b). Khabokedi Youth Jobs in Waste

The 16 participants in the Youth Jobs in Waste report to the Waste Management Officer and have shown great potential, hard work and dedication. The Youth in Waste perform duties such as street sweeping, grass cutting, litter picking, waste sorting and recycling. The Youth in Waste will also be assisting in all Environmental Awareness Programmes, Clean-up Campaigns and the Sustaining My Schools' Cleanliness Programme.

c). Solid Waste By-laws

Solid waste by-laws were compiled to assist the Municipality in principles that have to be followed in terms of waste management. The by-laws set forth all rules and guidelines for waste management including the Municipal and Council duties in providing facilities for litter and collection, as well as the communities' compliance in littering and prohibiting abandoned articles.

d). Waste Management System

The Waste Management system (collection and temporal storage) is monitored and measured. This is reflected in the monthly reports that have been submitted which clearly highlight the quantity of waste that is generated and the cost implications that are related to the disposal of waste.

e). Recycling

Recycling of paper, cardboard, newspaper, and magazines has been initiated in the Municipality. Each office has been granted a recycling box, and the Khabokedi team collects on a weekly basis. 2 recycling bins were requested from Mpact Recycling which are placed on the two Municipal printing machines.

f). School Environmental Education Programme

School Environmental Education Awareness Campaigns inform local schools about the programme are on-going. The Awareness Campaigns are conducted to educate and encourage the learners about cleanliness, hygiene, water conservation, waste management and enforce recycling. The aim is to reduce litter and encourage cleanliness and rehabilitation to better sustain the environment. The Environmental Awareness Campaigns are done in collaboration with Mpact who assist in educating on recycling.

g). Anti-litter Campaign

Cwaka Primary School initiated an anti-litter campaign as part of Sustaining My Schools' Cleanliness Competition. The school learners participated in collecting waste in their surrounding community and sorted the waste according to its categories for recycling.

h). Water Week Celebration

The National Water Week is an awareness campaign by the Department of Water Affairs. It serves as a powerful campaign mechanism which emphasis the value of water, the need for sustainable management of this scarce resource and the role water plays in eradicating poverty and under-development in South Africa. All employees of uMfolozi Municipality to take part in the Water Week

as water is a scarce resource in the area. Employees were requested to donate a minimum of one 2L of fresh bottled water and the Municipality was requested to procure 5x 5L still water which contributed towards the Water Awareness. The 2L's together with the 5Ls were donated to Slovo Crèche during the Water Week on the 18th of March 2016.

i). Clean-up Campaign

The target for this financial year is to have at least one clean-up campaign every quarter and one thorough clean-up campaign which will be initiated by Khabokedi participants and the EPWP.

3.5 Housing

The uMfolozi Human Settlements Section is housed under the Technical Services Department. Through this unit a Human Settlements Development plan was adopted by Council to facilitate the creation of sustainable human settlements and provide a range of housing products in safe, accessible and affordable locations.

The Human Settlements Development Plan reflects that a large number of people in the Municipality reside in houses that are substandard. With a total number of households in the Municipality being 25 582, households who are in need of housing based on the dwelling type is 5 851 households for rural housing, 1204 for project linked subsidy programme and 1444 for rental housing stock. In total uMfolozi has 25 584 households of which 19 650 qualify for low cost housing (76%). According to Stats SA (2011) there are 5 554 that need adequate housing, this accounts for approximately 21% of the total number of households.

The uMfolozi Human Settlements sections closely working closely with the Provincial Department of Human Settlements implemented the following Housing projects over the year under review:

2014/15

Name of Project	Name of Implementing Agent	House Size	Number of Houses 2014/15	Budget Allocation per Project	Actual Expenditure 2014/15	Status of Project
Cwaka (1000)	Dezzo Construction	40sq	26	R83 151 980	R2 161 951.48	Project Complete (but 3 units outstanding)
Bhubhubhu (1000 Units)	Terraplan	40sq	98	R77 912 430	R7 635 418.14	Complete
Cinci (1000 units)	NM Quantity Surveyors	40sq	72	R76 143 140	R5 482 306.00	Project on Hold pending an Arbitration Award
Nomuwa (1000 units)	CHS Developments	40sq	1000	R81 562 720	R81 562 720	Project Complete
Ocilwane (1000 units)		40sq	1000	R75 798 710	R75 798 710	Project Complete
Total			757		R172 641 105.60	

2015/16

Name of Project	Name of Implementing Agent	House Size	Number of Houses 2015/16	Budget Allocation per Project	Actual Expenditure 2015/16	Status of Project
Cinci (1000 units)	NM Quantity Surveyors	40sq	70	R76 143 140	5 330 019.80	Project on Hold pending an Arbitration Award

Three projects were ready to go to construction as at the beginning of the 2015/16 financial year namely: Hlanzeni, Sibululwane and Dondotha but due to cash constraints of the Department of Human Settlements, they were not implemented. The department of Human Settlements have indicated that these new projects could only be implemented in the 2018 financial year.

3.6 Free Basic Services and Indigent Support

Free Basic Services to Low Income Households										
Year	Number of households									
	Total	Households earning less than R1,100 per month								
			Free Basic Water		Free Basic Sanitation		Free Basic Electricity		Free Basic Refuse	
		Total	Access	%	Access	%	Access	%	Access	%
2014/15										
2015/16							15335			

Financial Performance 2015/16: Cost to Municipality of Free Basic Service Delivered					
Services Delivered	2014/15	2015/16			
	Actual	Budget	Adjustment Budget	Actual	Variance to Budget
Water	District Function	District Function	District Function	-	-
Waste Water (Sanitation)	-	-	-	-	-
Electricity	R67 957	-	-	R790 951	-
Waste Management	180086	-	-	180086	-
Total	248043			971037	

Component B: Road Transport

This component includes: roads; transport; and waste water (storm water drainage).

3.7 Roads

Gravel Road Infrastructure				
	Total gravel roads	New gravel roads constructed	Gravel roads upgraded to tar	Gravel roads graded/maintained
2014/15	485km	8,25km	1,5km	180km
2015/16	493,25	14,5km	1km	249km

Tarred Road Infrastructure					
	Total tarred roads	New tar roads	Existing tar roads re-tarred	Existing tar roads re-sheeted	Tar roads maintained
2014/15	15km	1,5km	0	0	0
2015/16	16,5km	1km	0	0	0

Cost of Construction/ Maintenance						
R'000						
	Gravel			Tar		
	New	Gravel-Tar	Maintained	New	Re-worked	Maintained
2014/15	10 540	1218	0	0	0	0
2015/16	11 288	3400	Internal	0	0	0

Capital Expenditure 2015/16: Road Services					
R'000					
Details	2015/16				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original	Vacancies to Budget %
Total All	18 550	18 550	18 550	0%	0%
Mtholeni Access Road	4400	4400	4400	0%	0%
Mgqikane Access Road	2050	2050	2050	0%	0%
Thukwini Access Road	2200	2200	2200	0%	0%
Pinkie Access Road	1200	1200	1200	0%	0%
Manqamu Access Road	1300	1300	1300	0%	0%
Fuyeni Access Road	3800	3800	3800	0%	0%
Malanga Access Road	2300	2300	2300	0%	0%
Nhlwathi Access Road	1300	1300	1300	0%	0%

3.8 Waste Water (Storm water Drainage)

Storm Water Infrastructure				
	Total Storm Water measures	New Storm Water measures	Storm Water measures upgraded	Storm Water measures maintained
2014/15	8km	0	0	0
2015/16	8km	0	0	0

Cost of Construction/Maintenance				R'000
	Storm water Measures			
	New	Upgraded	Maintained	
2014/15	0	0	0	
2015/16	0	0	0	

Component C: Planning and Development

3.9 Planning

INTRODUCTION TO PLANNING AND DEVELOPMENT

The Development Planning and IDP Unit is involved in various projects which assists the Municipality to focus on problem solving on a manageable scale so as to uplift and sustain development within the Municipality as a whole. The department also supports a wide range of economic development programmes that enable municipal growth and sustainable development, and on-going customer service innovations.

Land use Management

Land Use Management develops policies for regulating the use and development of land in support of the City's IDP plans and vision. Officials work towards guiding new development that allows for growth while advertising impacts, protecting sensitive natural areas, promoting good urban design, ensuring adequate infrastructure to accommodate growth and lessening the impact of new development on existing neighbourhoods.

Advertising

Signage applications are necessary for the control of outdoor advertising in an effort to promote and maintain a pleasant visual environment and ensure the health and safety of all in the city. All on-site commercial advertising, remote advertising signs (billboards and wall signs), temporary banners and flags, temporary posters along the street lamp standards, advertising trailers, aerial advertising, e.g. blimps

Integrated Development Planning section Co-ordinates key requirements associated with the formulation and/ or review of the Integrated Development Plan, by Interpreting the Municipality's service delivery objectives and requirements stipulated in legislation directing the planning, drafting, adoption and review phases. Interacting with the local community structures and setting up consultative processes to foster understanding of local level development needs and priorities and, clarify the organisation's role and process. Examining the applicability of the Local planning process to the agreed framework for Integrated Development Planning in the area. Assessing and identifying sources of funding to support programme/ project roll out. In order to ensure the planning and review

processes contribute and complement development plans and strategies that give effect to the principles of co-operative government.

uMfolozi Municipality (former name KwaMbonambi) consists of a rural landscape and has only one Town namely known as KwaMbonambi. KwaMbonambi is located approximately 33km north of Richards Bay between Mtubatuba and Richards Bay. The area of uMfolozi Municipality has largely been deprived of economic opportunities hence why the population faces issues of poverty and unemployment. Furthermore there is a large backlog of services within the area, mostly because there are not enough funds in the municipality to cater for everyone, also because the fragmented and isolated settlement structure raises major financial constraints on providing services to everyone.

Applications for Land Use Development						
Detail	Formalisation of Townships		Rezoning		Built Environment	
	2014/15	2015/16	2014/15	2015/16	2014/15	2015/16
Planning application received			1		2	1
Determination made in year of receipt					2	1
Determination made in following year						
Applications withdrawn						
Applications outstanding at year end						

Employees: Planning Services					
Job Level	2014/15	2015/2016			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts) %
0-3	0	0	0	0	%
4-6	0	0	0	0	%
7-9	0	0	0	0	%
10-12	0	0	0	0	%
13-15	2	2	2	0	0%
16-18	0	0	0	0	%
19-20	0	0	0	0	%
Total	0	0	0	0	%

Capital Expenditure 2015/16: Planning Services					
R'000					
Details	2015/16				
	Budget	Adjustment Budget	Actual Expenditure	Variance from original	Vacancies to Budget %
Total All					
Project A: Mzingazi/Nzalabantu Scheme and layout	R855 000		R789 000	R66 000	7,72%
Project B: IDP	R250 000				%
Project C IDP grant	R 112 000		R 112 000	0	0%
Project D SDF	R 600 000				%
Project E LUMS	R300 000				
Project F Thusong centre	R30 000 000				

3.10 Local Economic Development

Local Economic Development (LED) is a partnership between ranges of stakeholders, public and private, with the objective of building local economies. This partnership includes inter-governmental units. Through this integrated support, LED seeks to utilise existing resources to promote sustainable livelihoods.

In the efforts to accelerate Local Economic Development through optimizing available resources and enhancing linkages, the UMfolozi Local Municipality initiated a Local Economic Development Strategy review which has been adopted by the Council. The municipality seeks to ensure that economic opportunities are sufficiently harnessed and translated into improvement of the livelihoods of local populations, those within the municipal borders. UMfolozi municipality also seeks to align its economic objectives with those of the UThungulu District, the PGDP and the NDP. The LED strategy accounts for these kinds of alignments. The World Bank notes the following as possible approaches to Local Economic Development.

- Ensuring that the local investment climate is functional for local businesses;
- Supporting small and medium sized enterprises;
- Encouraging the formation of new enterprises;
- Attracting external investment (nationally and internationally);
- Investing in physical (hard) infrastructure;
- Investing in soft infrastructure (educational and workforce development, institutional support systems and regulatory issues);
- Supporting the growth of particular clusters of businesses;

- Targeting particular parts of the city for regeneration or growth (areas based initiatives);
- Supporting informal and newly emerging businesses;
- Targeting certain disadvantaged groups.

According to CoGTA, the following are the tasks of the various tiers of government.

- The main role for **national government** in LED is to coordinate public policies and investment programmes.
- The role of **provincial government** is described as having two main parts. Each province has a coordination role; they are responsible for resources allocated from national to provincial government and for ensuring that these are correlated with the priorities of the various IDPs. Provinces should establish LED forms to carry out the work of the National LED Forum at the provincial level. Provinces also play a role in building the capacity of municipalities to undertake LED and in supporting them in its implementation.
- **Local government** is responsible for creating a favourable environment for business development and success. By its nature, local economic development is a partnership between the business sector, community interests and municipal government.
- **Government agencies** such as the Sector Education Training Authorities (SETAs) and SEDA (Small Enterprise Development Agency) all have a potential role to play in supporting LED initiatives.

Economic Activity by Sector		
		R'000
Sector	2014/15	2015/16
Agric, forestry and fishing	-	-
Mining and quarrying	-	-
Manufacturing	-	-
Wholesale and retail trade	2	2
Infrastructure services	-	-
Total	2	2

Economic Employment by Sector		
Sector	2014/15	2015/16
Agric, forestry and fishing	0	0
Mining and quarrying	0	0
Manufacturing	0	0

Wholesale and retail trade	56	57
Infrastructure services	0	0
Total	56	57

Jobs created during 2015/2016 by LED Initiatives (excl. EPWP Project)				
Total Jobs created / Top 3 initiatives	Jobs created	Jobs lost/ displayed by other initiatives No.	Net total jobs created in year No.	Method of validating jobs created/lost
Total (all initiatives)				
2014/15	45	(18)	27	Site visits
2015/16	45	(10)	35	Site visits

Job creation through EPWP* Projects		
Details	EPWP Projects NO.	Jobs created through EPWP Projects NO.
2014/15	02	71
2015/16	02	85

Employees: Local Economic Development Services					
Job Level	2014/15	2015/2016			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts) %
0-3	0	0	0	0	0%
4-6	0	0	0	0	0%
7-9	0	0	0	0	0%
10-12	0	1	1	0	0%
13-15	1	1	1	0	0%
16-18	0	0	0	0	0%
19-20	0	0	0	0	0%
Total	1	2	2	0	0%

Component D: Libraries, Archives, Museums, Galleries, Community Facilities, Other (Theatres, Zoos etc.)

3.11 Libraries

INTRODUCTION TO LIBRARIES

The KwaMbonambi Library services the community around uMfolozi Municipality area. The services that we render to the community is lending books, compact discs and magazines. We also visit schools around to do outreach programmes and career guidance. In 2016, another library at Mzingazi area opened. This library is opened 5 days a week with two Library Assistance.

One of the biggest Career Guidance we hosted was when we invited and transported all high schools under uMfolozi Municipality to the opening of Siyabonga Sangweni Tournament at Dondotha Sports Field. Various Departments and industries such as Seta; AgriSeta; uMfolozi TVet College; Transnet; Department of Arts and Culture; Department of Labour; Mobile library Services; Richards Bay Minerals; Sanral; National Department of Human Settlement; Future Leaders Organization; and the University of Zululand were involved in engaging with students and informing them on different opportunities and career paths available in tertiary institutions. iThala Investment Bank was also present to guide those learners that want to open businesses after matriculation.

The event was embraced by the Honorable MEC of Arts and Culture; Ms Bongile-Sthole Moloi. The keynote Speaker also addressed learners about various careers they can pursue, the steps to follow in making a good career choice and some tips when applying for a bursary she also noted that events like these play a critical role in preparing learners for future opportunities and it also motivates them to work even harder toward a goal or career they want to pursue.

Outreach Programmes

Community Outreach Programmes give students the opportunity to get involved in Community Services on a regular basis, with projects to choose from almost daily. Projects are student-led and are offered at a variety of non-profit agencies. Students can sign up for projects as early as one week in advance and up to the day of the project. Space is limited so signing up early is strongly encouraged. To participate, stop by library to sign up in the project binders, and then arrive at Library on the project date at the designated arrival time (according to the schedule). You will be greeted by the project facilitator, and he/she will be responsible for taking attendance, getting the group introduced to one another, and preparing everyone for the project. The facilitator will then transport the group to the agency to volunteer, using municipality vans, and he/she will supervise on site. After the service, the facilitator will transport you back to the Library at the designated time. On the route back to campus, the facilitator will lead the group in a reflection discussion in hopes of helping volunteers make the most meaning from their service experience. Most Community Outreach projects do not require a long-term commitment. Instead, the aim of the Community Outreach Program allows students to

explore various volunteer opportunities and learn more about the local non-profit community. The hope is that students who participate in this program will discover an agency or volunteer project that they especially enjoy and they will want to continue signing up and volunteering with the project throughout the semester/year. Those who do find a project they enjoy or an agency or community issue they really care about, and who want to take their service to another level, taking on the role of volunteer advocate and community educator are encouraged to apply to be an Outreach Program Facilitator.

Employees: Libraries; Archives; Museums; Galleries; Community Facilities ;Other					
Job Level	2014/15	2015/16			
	Employees No.	Posts No.	Employees No.	Vacancies (fulltime equivalents)	Vacancies (as a % of total posts) %
0-3					%
4-6	1	5	4		20%
7-9					%
10-12	1	1	1		0%
13-15					%
16-18					%
19-20					%
Total	2	6	5		16,67%

3.12 Cemeteries and Crematoriums

INTRODUCTION TO CEMETORIES & CREMATORIUMS

The communities within uMfolozi jurisdiction relied on home burial. The Department is currently identifying open space that can be approved for zoning for communal cemeteries. The Municipality will then have an electric system to keep statistics. On these communal cemeteries, families will be advised to bury on top of each other.

Component E: Environmental Protection

INTRODUCTION TO ENVIRONMENTAL PROTECTION

Open spaces are converting to parks and landscapes to eliminate their use as illegal dumping sites.

3.13 Pollution Control

INTRODUCTION TO POLLUTION CONTROL

This function is currently practised by the District Municipality.

3.14 Bio-diversity, Landscape and Other

INTRODUCTION BIO-DIVERSITY AND LANDSCAPE

Open spaces will be landscaped and will be converted into parks for the sustainable use of the environment.

COMMENT ON THE PERFORMANCE OF BIO-DIVERSITY; LANDSCAPE AND OTHER OVERALL:

Coastal and Marine Management

35 participants from wards along the coast (01,04,03,05) have been employed for coastal cleaning, rehabilitation and clearing of alien vegetation.

Component F: Security and Safety

3.15 Police

INTRODUCTION TO POLICE

SAPS and the local police are involved in the Municipal Section 4 and play a vital role during Municipal events.

3.16 Fire

Fire Service Data					
No.	Details	2014/15	2015/16		2016/17
		Actual No.	Estimated No.	Actual No.	Estimated No.
1	Total fires attended in the year	180	100	200	150
2	Total of other incidents attended in the year	150	100	120	120
3	Average turnout time – urban areas	10 mins	15mins	15mins	15mins
4	Average turnout time – rural areas	30mins	20mins	15mins	10mins
5	Fire fighters in post at year end	10	14	14	16
6	Total fire appliances at year end	N/A	N/A	N/A	N/A
7	Average number of appliance off the road during the year	N/A	N/A	N/A	N/A

Employees for 2015/16: Fire Services					
Job Level	2014/15	2015/16			
	No. of Employees	No. of Posts	No. of Employees	No. of Vacancies	Vacancy rate (%)
Chief Fire Officer & Deputy					
Other Fire Officers					

0-3					
4-6					
7-9					
10-12					
13-15	10	14	14	0	0%
16-18					
19-20					
Total					

Component G: Corporate Policy Offices and Other Services

3.17 Human Resources Services

Employees for 2015/16: Human Resources Services					
Job Level	2014/15	2015/16			
	No. of Employees	No. of Posts	No. of Employees	No. of Vacancies	Vacancy rate (%)
0-3	0	0	2	0	0%
4-6					
7-9					
10-12	1	1	1	0	0%
13-15	1	1	1	0	0%
16-18					
19-20					
Total	2	2	4	0	0%

Financial Performance for 2015/16: Human Resources Services					
Details	2014/15	2015/16			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget (%)
Total Operational Revenue	-	-	-	-	-
Expenditure:					
Employees		1 764 289.00	-	2 903 761.81	
Repairs & Maintenance		25 000.00	-	9 425.00	
Other					
Total Operational Expenditure		2 660 000.00	-	2 651 126.63	
Net Operational Expenditure		4 449 289.00	-	5 564 313.00	

Capital Expenditure for 2015/16: Human Resources Services					
					R'000
Capital Projects	2015/16				
	Budget	Adjustment Budget	Actual Expenditure	Variance from Original Budget	Total Project Value
Total					

Project A	500 000	0	500 000	0	500 000
Project B					
Project C					

3.18 Information and Communication Technology (ICT) Services

Employees for 2015/16: ICT Services					
Job Level	2014/15	2015/16			
	No. of Employees	No. of Posts	No. of Employees	No. of Vacancies	Vacancy rate (%)
0-3	0	0	1	0	0%
4-6					
7-9					
10-12	0	0	01	0	0%
13-15					
16-18					
19-20					
Total	0	0	2	0	0%

Financial Performance for 2015/16: ICT Services					
Details	2014/15	2015/16			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget (%)
Total Operational Revenue	-	-	-	-	-
Expenditure:					
Employees	52 000	209 000	209 000	157 635	24%
Repairs & Maintenance	15 205	205 000	175 000	9424.72	5%
Other	267 072	312 072	312 072	267 072	14%
Total Operational Expenditure	334 277	726 072	726 072	434 131.72	
Net Operational Expenditure	334 277	726 072	726 072	434 131.72	

3.19 Finance

Debt Recovery							
R'000							
Details of the type of accounts raised and recovered	2014/15		2015/16			2016/17	
	Actual for accounts	Proportion of accounts	Billed in year	Actual for accounts	Proportion of accounts	Estimated outturn for	Estimated Proportion

	billed in year	value billed that were collected in the year (%)		billed in year	value billed that were collected in the year (%)	accounts billed in year	of accounts billed that were collected in the year (%)
Property Rates	R5 959	77	R5 368	R6 858	61	R5 663	70
Electricity – Basic	-	-	-	-	-	-	-
Electricity – Consumption	-	-	-	-	-	-	-
Water – Basic	-	-	-	-	-	-	-
Water – Consumption	-	-	-	-	-	-	-
Sanitation	-	-	-	-	-	-	-
Refuse	R256	77	R313	R312	61	R320	70
Other							

The proportion of account value billed is calculated by taking the total value of the year's revenues collected against the bills raised in the year by the year's billed revenues.

Employees for 2015/16: Finance Services					
Job Level	2014/15	2015/16			
	No. of Employees	No. of Posts	No. of Employees	No. of Vacancies	Vacancy rate (%)
0-3	-	-	-	-	-
4-6	3	3	2	1	33.3
7-9	1	1	1	0	-
10-12	4	12	8	4	33.3
13-15	1	2	2	0	-
16-18	-	-	-	-	-
19-20	-	-	-	-	-
Total	9	18	13	5	

Financial Performance for 2015/16: Finance Services					
Details	2014/15	2015/16			
	Actual	Original Budget	Adjustment Budget	Actual	Variance to Budget (%)

Total Operational Revenue	R104 938 000	R131 618 000	R114 618 000	R107 558 000	18
Expenditure:					
Employees	R23 467 000	R31 596 000	R29 461 000	R28 333 000	10
Repairs & Maintenance	R1 190 000	R5 000 000	R4 750 000	R2 990 000	40
Other	R71 809 000	R65 147 000	R67 532 000	R54 884 000	16
Total Operational Expenditure	R96 466 000	R101 743 000	R101 743 000	R86 207 000	15
Net Operational Expenditure	R8 472 000	R29 875 000	R12 875 000	R21 381 000	28

Capital Expenditure for 2015/16: Finance Services					
					R'000
Capital Projects	2015/16				
	Budget	Adjustment Budget	Actual Expenditure	Variance from Original Budget	Total Project Value
Total	R63 257	R52 412	R50 316	R12 941	
Project A	-	-	-	-	-
Project B	-	-	-	-	-
Project C	-	-	-	-	-
Project D	-	-	-	-	-

Component H: Organisational Performance Scorecard

3.20 Annual Performance Information

Below is a scorecard outlining the Municipal performance for the financial year ended 30 June 2016.

IDP No.	Objectives	Strategy	Key Performance Indicator	Previous year (2014/15)		Current Year (2015/16)		Status (Achieved/ Not Achieved)	Blockages	Corrective Measure	Portfolio of Evidence	Annual Budget	Expenditure Incurred	Responsible Department
				Target	Actual Performance	Target	Actual Performance							
KPA: MUNICIPAL TRANSFORMATION AND INSTITUTIONAL DEVELOPMENT														
1.1	To ensure that the Municipality has well-skilled, competent, reliable and motivated employees and Councillors	Organise Departmental meetings	Number of departmental meetings held by 30 June 2016.	N/A	N/A	4 Departmental meetings by 30 June 2016	4 Departmental meetings have been held in all departments	Achieved	N/A	N/A	Minutes of meetings, Attendance Registers	Nil	Nil	All Departments
1.2	To ensure that the Municipality has well-skilled, competent, reliable and motivated employees and Councillors	Strengthen and build the capacity of ward committees	Number of ward committees secretaries trained on Basic Minutes Taking and report writing by 31 December 2015	To train 150 ward committee members on Basic Minutes Taking and report writing by 30 September 2014	150 Ward committee members have been trained	To train 15 ward committee secretaries on Basic Minutes Taking and report writing by 31 December 2015	130 Ward committee members have been trained	Achieved	N/A	N/A	Attendance Registers	R200 000.00	R343 700.00	Office of the MM
1.3	To improve institutional and organisational capacity	Capacitate staff and improve staff productivity	Number of trainees trained by 30 June 2016.	N/A	N/A	6 trainees Traffic Officers trained by 30 June 2016.	8 Trainee Traffic Officers have been trained	Achieved	N/A	N/A	Training programme, Acceptance letter	R140 000.00	R92 580.00	Community Services
1.3	To improve institutional and organisational capacity	Capacitate staff and improve staff productivity	Number of Examiners trained by 30 June 2016	N/A	N/A	9 Examiners trained by 30 June 2016.	9 Examiners are being trained	Achieved	N/A	N/A	Training programme, Acceptance letter	Nil	Nil	Community Services
1.4	To improve institutional and organisational capacity	Capacitate staff and improve staff productivity	Number of Firearm trainings attended by 30 September 2015	N/A	N/A	2 Firearm trainings attended by 30 September 2015	No firearm trainings have been attended	Not achieved	The department did not have an official facilitating the programme	A superintendent has been appointed and will be assisting in facilitating the training programme	N/A	Nil	Nil	Community Services
1.5	To improve institutional and	Review WSP	Submitted WSP to	Submit WSP to LGSETA by 30 April 2015	The WSP was submitted to	Submit WSP to LGSETA by 30 April 2016	The WSP was submitted to LGSETA	Achieved	N/A	N/A	Acknowledg ement of	Nil	Nil	Corporate Services

	organisational capacity		LGSETA by 30 April 2016.		LGSETA on 30 April 2015						receipt from LGSETA			
1.6	To improve institutional and organisational capacity	Implement WSP	Number of councillors trained as per WSP by 30 June 2016	To train 20 Councillors and employees as per WSP by 30 June 2015	30 Councillors that were trained during 2014/2015 financial year	To train 30 Councillors as per WSP by 30 June 2016	30 Councillors were trained	Achieved	N/A	N/A	Attendance Register	R250 000.00	R150 000.00	Corporate Services
1.7	To improve institutional and organisational capacity	Implement WSP	Number of employees trained as per WSP by 30 June 2016	To train 20 Councillors and employees as per WSP by 30 June 2015	30 Councillors that were trained during 2014/2015 financial year	To train 20 employees as per WSP by 30 June 2016.	80 employees were trained	Achieved	N/A	N/A	Attendance Register	R400 000.00	R267 114.38	Corporate Services
1.8	To improve institutional and organisational capacity	Establish Training Committee	Established Training Committee by 30 September 2015	N/A	N/A	To establish Training Committee by 30 September 2015	The Training Committee was established	Achieved	N/A	N/A	Minutes of meeting, Attendance Register	Nil	Nil	Corporate Service
1.9	To improve institutional and organisational capacity	Review Organogram	Reviewed organogram by 30 June 2016	To have an adopted reviewed 2015/16 organogram 30 June 2015	2015/16 organogram was adopted by Council on 30 June 2015	To have a reviewed 2016/17 organogram by 30 June 2016	The organogram was reviewed on 30 June 2016	Achieved	N/A	N/A	Council Resolution	Nil	Nil	Corporate Service
1.10	To improve institutional and organisational capacity	Establish Employment Equity Committee	Established Employment Equity Committee by 30 September 2015	Approve an Employment Equity Plan by June 2015	The employment equity plan was approved on 30 June 2015	To establish Employment Equity Committee by 30 September 2015.	The Employment Equity Committee was established	Achieved	N/A	N/A	Minutes of meeting	Nil	Nil	Corporate Service
1.11	To improve institutional and organisational capacity	Implement Employment Equity Plan	Number of recruits employed in terms of the Employment Equity Plan by 30 June 2016	50% of vacant posts allocated to persons under the age of 35 years	The target has been achieved hence above 80% of employees under the age of 35 years have been appointed	Recruit 4 employees in terms of Employment Equity Plan by 30 June 2016	36 employees have been employed	Achieved	N/A	N/A	Appointment letters	Nil	Nil	Corporate Service
1.12	To improve institutional and organisational capacity	Enhance staff in Records Management	Number of Records Management Policy workshops held by 30 June 2016.	N/A	N/A	4 workshops on Records Management Policy by 30 June 2016	1 Records Management workshop was conducted in Quarter Four. The Records Officer was appointed in	Not achieved	Late appointment of Records Officer who has been delegated in facilitating the workshop	Records Officer has been appointed and the remaining workshops will take place in	Attendance Register	Nil	Nil	Corporate Service

							February 2016.			next financial year				
1.13	To improve institutional and organisational capacity	Enhance staff in Registry Manual	Number of Registry Policy Manual workshops held	N/A	N/A	4 Workshops on Registry Policy Manual by 30 June 2016	1 Registry Policy Manual workshop was conducted in Quarter Four. The Records Officer was appointed in February 2016.	Not achieved	Late appointment of Records Officer who has been delegated in facilitating the workshop	Records Officer has been appointed and the remaining workshops will take place in next financial year	Attendance Register	Nil	Nil	Corporate Service
1.14	To improve institutional and organisational capacity	Present Council Resolution register to Council	Number of Council Resolutions Register presented to Council by 30 June 2016	To have three Council Resolutions Register presented to Council by 30 June 2015	Three Council Resolutions were presented to Council.	Submit 4 Resolutions Register to Council by 30 June 2016	4 Resolutions Register were submitted to Council	Achieved	N/A	N/A	Minutes of Council meetings	Nil	Nil	Corporate Service
1.15	To improve institutional and organisational capacity	Submit functionality reports on Council Committees	Number of functionality reports submitted to Council by 30 June 2016	Submit 3 functionality reports to COGTA on Council committees by 30 June 2015	Three functional reports were submitted to CoGTA	Submit 4 functionality reports submitted to Council by 30 June 2016	4 Functionality Reports were submitted to Council	Achieved	N/A	N/A	Minutes of Council meetings	Nil	Nil	Corporate Service
1.16	To improve institutional and organisational capacity	Submit Leave Management Report	Number of Leave Management Report submitted to MANCO	Submit 4 Leave Management Report to Council by 30 June 2015	Four leave reports were submitted that were submitted during 2014/2015 financial year	Submit 4 Leave Management Report submitted to MANCO by 30 June 2016	4 Leave Management Reports were submitted to Manco	Achieved	N/A	N/A	Minutes of MANCO meetings	Nil	Nil	Corporate Service
1.17	To improve institutional and organisational capacity	Ensure the sitting of LLF meetings	Number of LLF meetings held	4 LLF Meetings to be held by 30 June 2015	Four LLF meetings were held during 2014/2015 financial year	4 LLF Meetings to be held by 30 June 2016	3 LLF Meetings were held	Not achieved	Meeting was postponed due to quorum not being met	LLF meetings are going to be held in the first month of every quarter to avoid non-sitting	Minutes of meetings, Attendance Register	Nil	Nil	Corporate Service
1.18	To improve institutional and organisational capacity	Monitor functionality of IT	Number of functionality reports submitted to MANCO	Review IT Policy and Procedure by 30 September 2014	IT Policies were reviewed on the 06th of August and was further reviewed and tabled to	4 Functionality reports on IT submitted to MANCO by 30 June 2016	One Functionality report was submitted to MANCO	Not achieved	Lack of understanding of what was required from the relevant section	PMS should be a standing item in a departmental meetings so that all the role players	Minutes of MANCO meeting	Nil	Nil	Corporate Service

					Council on the 31st of March 2015					are knowledgeable of what is expected of them.				
1.19	To improve institutional and organisational capacity	Implement EAP	Number of Wellness Days conducted by 30 June 2016	Appoint EAP Service Provider by 31 December 2014	The Service Provider for EAP has been appointed, and has already commenced with Employee Assistance Programmes with a purpose of assisting Municipal employees	Implementation of EAP by having 2 Wellness Days conducted by 30 June 2016.	4 Wellness events were conducted	Achieved	N/A	N/A	Reports on Wellness events	Nil	Nil	Corporate Service
1.20	Improve municipal performance through PMS implementation	Submission of Departmental Performance Reports	Number of reports submitted by 30 June 2016	N/A	N/A	Submission of 4 Departmental Performance Reports to the Municipal Manager by 30 June 2016	4 Reports have been submitted to the Municipal Manager	Achieved	N/A	N/A	Minutes of meetings, Attendance Register	Nil	Nil	Finance Services
1.21	Improve municipal performance through PMS implementation	Develop and Align OPMS scorecard to IDP	Approved OPMS scorecard by 30 June 2016.	Approve 2015/16 OPMS scorecard by 30 June 2015	OPMS scorecard approved by EXCO on 25 June 2015 and noted by Council as annexure on IDP on 30 June 2015	Approve 2016/17 OPMS scorecard by 30 June 2016	The OPMS was approved on the 23rd of June 2016	Achieved	N/A	N/A	Council Resolution	Nil	Nil	Office of the MM
1.22	Improve municipal performance through PMS implementation	Submit quarterly PMS reports to Council	Number of performance reports submitted to Council by 30 June	4 Performance reports submitted to Council by 30 June 2015	4 Performance reports have been submitted to Council	4 Performance reports submitted to Council by 30 June 2016	4 Performance Reports have been submitted to Council	Achieved	N/A	N/A	Minutes of meetings, Attendance Register	Nil	Nil	Office of the MM
1.23	Improve municipal performance through PMS implementation	Conduct IPMS assessments for Section 54/56 managers	Number of performance assessments conducted by 30 June 2016.	4 Performance assessments conducted by 30 June 2015	2 Performance assessments have been conducted	4 Performance assessments conducted by 30 June 2016	4 Performance Assessments have been conducted	Achieved	N/A	N/A	Minutes of assessments, Attendance Register	Nil	Nil	Office of the MM

1.24	Improve municipal performance through PMS implementation	Ensure senior managers sign Performance Contracts	Number of Performance Agreements signed by 31 July 2015	To have 5 signed Performance Agreements of Senior Managers by 31 July 2014	All 5 Senior Managers have signed their Performance Agreements	To have 4 signed Performance Agreements of Senior Managers by 31 July 2015	4 Performance Agreements have been signed by Senior Managers	Achieved	N/A	N/A	Signed Performance Agreements	Nil	Nil	Office of the MM
1.25	Improve municipal performance through PMS implementation	Develop Annual Performance Report in compliance with MSA	Submitted Annual Performance Report to AG by 31 August 2015	N/A	N/A	Submit Annual Performance Report to AG by 31 August 2015	Annual Performance Report submitted to AG on the 31st of August 2015	Achieved	N/A	N/A	Acknowledgment of receipt from COGTA	Nil	Nil	Office of the MM
1.26	Improve municipal performance through PMS implementation	Comply with MFMA and Circular 63	Approved 2014/15 Annual Report	N/A	N/A	Submission of 2014/15 Annual report to Council for approval by 31 March 2016	Annual Report was submitted to Council on 29 March 2016	Achieved	N/A	N/A	Council Resolution	Nil	Nil	Office of the MM
KPA: BASIC SERVICE DELIVERY														
2.1	Provide free basic service delivery to the community of uMfolozi	Provide indigent support	Updated indigent register	N/A	N/A	To update indigent register	Indigent register not updated	Not Achieved	Finance Services Department had to review the Indigent Policy before updating Indigent Register	The Finance Services Department is currently engaging with CoGTA in assistance to update the indigent register by 30 June 2017	N/A	R300 000.00	R0.00	Finance Services
2.2	Provide free basic service delivery to the community of uMfolozi	Provide indigent support	Number of households receiving free basic electricity by 30 June 2016	N/A	N/A	Provide free basic electricity to indigent households as per indigent register by 30 June 2016	15 335 Households were provided with Free basic Electricity	Achieved	N/A	N/A	Invoices of Proof of Payment	Nil	Nil	Finance Services
2.3	Provide free basic service delivery to the community of uMfolozi	Provide indigent support	Number of households receiving free refuse removal by 30 June 2016	N/A	N/A	Provide free refuse removal to 507 households by 30 June 2016	507 free refuse removal for households as at 30th June 2016	Achieved	N/A	N/A	Refuse Bill	Nil	Nil	Finance Services

2.4	Improve access to potable water	Alignment of municipal priorities with District provision function	Number of alignment meetings held by 30 June 2016.	4 Water Alignment meetings held by 30 June 2015	4 Water Alignment meetings have been held	4 Water Alignment meetings held by 30 June 2016.	4 water alignment meetings held	Achieved	N/A	N/A	Minutes of meeting	Nil	Nil	Technical Services
2.5	Improve access to sanitation	Alignment of municipal priorities with District provision function	Number of alignment meetings held	4 Sanitation Alignment meetings held by 30 June 2015	4 Sanitation Alignment meetings have been held	4 Sanitation Alignment meetings	4 sanitation alignment meetings held	Achieved	N/A	N/A	Minutes of meeting	Nil	Nil	Technical Services
2.6	Improve access to electricity	Alignment of municipal priorities with Eskom provision	Number of alignment meetings held	4 Electricity Alignment meetings held by 30 June 2015	4 Electricity Alignment meetings have been held	4 Electricity Alignment meetings held	0 alignment meetings held	Not Achieved	Stakeholders committee is non-functional	The Technical Services department is currently in the process of re-establishing the stakeholders committee	N/A	Nil	Nil	Technical Services
2.7	Improve access to electricity	Utilise Schedule 7 allocation	Number of households connected	N/A	N/A	Connection of 300 households	300 households have been connections	Achieved	N/A	N/A	Certificate of completion	R9 000 000.00	R9 000 000.00	Technical Services
2.8	Improve the provision and maintenance of municipal roads and sidewalks	Construct new access roads	Kilometres of new roads constructed by 30 June 2016.	To construct 7 kilometres of access roads by 30 June 2015	8,25km of access roads have been constructed	To construct 14,2km kilometres of access roads by 30 June 2016	14.5 Km of access road have been completed	Achieved	N/A	N/A	Certificate of completion, Progress Reports	R 10 000 000.00	R11 288 093.90	Technical Services
2.9	Improve the provision and maintenance of municipal roads and sidewalks	Maintenance of roads	Kilometres of roads maintained by 30 June 2016	To maintain 180 kilometres of roads by 30 June 2015	180km of access roads have been maintained	To maintain 180 kilometres of roads by 30 June 2016	191 km of access roads have been bladed	Achieved	N/A	N/A	Grader Schedule	R600 000.00	R354 297.50	Technical Services
2.10	Enhance access to and provision of social and community services	Provide Community halls	Number of community halls constructed by 30 June 2016	To build 3 new community halls by 30 June 2015	3 community halls have been built	To construct 3 new community halls by 30 June 2016.	1 community hall has been completed	Not Achieved	The two community halls were delayed during SCM	Technical Services Department has ensured that the advertisement to appoint service providers has been published.	Certificate of completion, Progress Reports	R 6 100 000.00	R2 155 673.71	Technical Services

										Currently awaiting appointment of service provider				
2.11	Enhance access to and provision of social and community services	Provide Crèches	Number of new Crèches constructed by 30 June 2016	To build 7 new Crèches by 30 June 2015	2 crèches have been built	To construct 6 new Crèches by 30 June 2016	6 Crèches have been constructed and completed	Achieved	N/A	N/A	Certificate of completion, Progress Reports	R 6 955 286.00	R6 950 027.18	Technical Services
2.12	Enhance access to and provision of social and community services	Provide MPCCs	Number of MPCCs constructed by 31 December 2015	To build 3 new Multi-Purpose Centre by 30 June 2015	0 Multi-Purpose centres have been completed.	To build 1 new Multi-Purpose Community Centre by 31 December 2015	1 MPCC has been completed	Achieved	N/A	N/A	Certificate of completion, Progress Reports	R 4 000 000.00	R3 716 216.00	Technical Services
2.13	Enhance access to and provision of social and community services	Provide Market stalls	Number of Market stalls constructed by 30 June 2016	To build 3 new Market Stalls by 31 March 2015	1 Market stall have been constructed	To build 1 new Market Stall by 30 June 2016	0 Market Stall has been completed	Not Achieved	Due to financial constraints the project could not be implemented	This project has been prioritised for 2016/17 financial year and has been included in the annual budget. Appointment of service provider will be finalised in September 2016	Certificate of completion, Progress Reports	R 450 000.00	R0.00	Technical Services
2.14	Enhance access to and provision of social and community services	Provide High mast lighting	Number of high mast lights erected by 31 December 2015	To erect 1 High Mast Lighting by 31 March 2015	1 High mast light has been erected	To erect 2 High Mast Lighting by 31 December 2015	2 High Mast Lights have been erected	Achieved	N/A	N/A	Certificate of completion, Progress Reports	R 750 000.00	R1 369 176.10	Technical Services
2.15	Enhance access to and provision of social and community services	Provide Bus shelters	Number of bus shelters constructed by 30 September 2015	To construct 16 new Bus Shelters by 31 March 2015	16 Bus shelters have been constructed	To construct 16 new Bus Shelters by 30 September 2015	23 new bus shelters have been erected	Achieved	N/A	N/A	Certificate of completion, Progress Reports	R 2 048 000.00	R6 284 948.50	Technical Services
2.16	Enhance access to and provision of social and	Provide Pension pay point shelters	Number of Pension pay point shelters constructed	To construct 2 Pension Payout Shelters by 31 March 2015	3 Payout Pension Shelters have been constructed	To construct 1 Pension Pay point Shelter	No pension Pay Point Shelter has been built	Not Achieved	Due to financial constraints the project	The project has been prioritised for 2016/17 financial year	N/A	R 725 000.00	R0.00	Technical Services

	community services								could not be implemented	and is at tender stage. Service providers are going to be appointed by 30 September 2016				
2.17	Enhance access to and provision of social and community services	Provide sportsfields	Number of sportsfield constructed	N/A	N/A	Construct 8 Sport-field	3 sport fields have been completed	Not Achieved	Due to financial constraints 5 sportsfields could not be implemented	The projects have been prioritised and included in the 2016/17 annual budget. The sportsfields are going to be completed in 2016/17 financial year	Certificate of completion, Progress Reports	R 2 290 000.00	R1 171 962.15	Technical Services
2.18	Enhance access to and provision of social and community services	Provide Youth centre	Number of Youth centres constructed by 31 December 2015	To conduct feasibility; prepare design plans and drawings by 30 June 2015	Feasibility study conducted and designs are in place	Construct 1 Youth Centre 31 December 2015	1 Youth Centre has been completed	Achieved	N/A	N/A	Certificate of completion, Progress Reports	R 850 000.00	R723 530.86	Technical Services
2.19	Enhance access to and provision of social and community services	Provide Thusong centre	Constructed Thusong Centre by 31 December 2015	N/A	N/A	To complete construction of Thusong Centre and municipal offices by 31 December 2015	Thusong Centre and municipal offices not completed	Not Achieved	The project could not be completed and is still underway. The delays were encountered due to defective works produced by contractor, of which has been rectified.	A second contractor has been appointed to assist, hence the revised completion will be 31 March 2017	Progress Reports	R 30 000 000.00	R7 554 308.64	Technical Services
2.20	Enhance access to and provision of social and	Implementation of Structural Integrity Report	Developed and implemented structural integrity	N/A	N/A	To develop and implement a structural integrity report for all	Structural Integrity Report has been developed and	Achieved	N/A	N/A	Certificate of completion, Progress Reports	R 3 000 000,00	R1 283 963.40	Technical Services

	community services		report by 30 June 2016			community facilities by 30 June 2016	1 Community Hall and Crèche have been refurbished							
2.21	To plan and support the acceleration of sustainable human settlements at appropriate locations	Adopt Land Invasion Policy	Adopted Land Invasion Policy by 30 June 2016	N/A	N/A	Land Invasion Policy adopted by Council by 30 June 2016	The Policy has been approved by Council	Achieved	N/A	N/A	Council Resolution	Nil	Nil	Technical Services
2.22	To plan and support the acceleration of sustainable human settlements at appropriate locations	Organise Housing forum meetings	Number of Housing Forum meetings held by 30 June 2016	N/A	N/A	4 Housing Forum meetings to be held by 30 June 2016	2 housing forum meetings were held	Not Achieved	The 2 meetings were postponed by the Department of Human Settlements	Department of Technical Services has engaged with DHS to ensure that a calendar of events is developed and adhered to, to ensure sitting of the forum	Attendance Register, Minutes of meeting	Nil	Nil	Technical Services
2.23	To plan and support the acceleration of sustainable human settlements at appropriate locations	Adopt Housing Policy	Adopted Housing Policy by 30 June 2016	To review and adopt Housing Sector Plan by June 2015	Housing Sector Plan was adopted in May 2014	Housing Policy adopted by Council by 30 June 2016	Housing Policy has not been adopted	Not Achieved	National Department of Human Settlements is currently reviewing its National Housing Policy	Housing Policy can only be reviewed after Adoption of the National Housing Policy. Technical Services Department is currently using its Housing Sector Plan as implementing tool	N/A	Nil	Nil	Technical Services
2.24	To plan and support the acceleration of sustainable human settlements at appropriate locations	Adopt Prevention and Re-Emergence Policy	Adopted Prevention and Re-Emergence of Slumps Policy by 30 June 2016	N/A	N/A	Prevention and Re-Emergence of Slumps Policy adopted by 30 June 2016.	Final Policy has been adopted	Achieved	N/A	N/A	Council Resolution of Draft Policy	Nil	Nil	Technical Services

2.25	To plan and support the acceleration of sustainable human settlements at appropriate locations	To enforce and monitor Building Regulations	Number of town houses inspected by 30 June 2016	N/A	N/A	Conduct inspections of 10 town houses by 30 June 2016	0 town houses have been inspected	Not Achieved	The official in charge of house inspections (Building Inspector) resigned during the financial year	The position has been advertised and the appointment process will be finalised by 31 October 2016	N/A	Nil	Nil	Technical Services
2.26	To plan and support the acceleration of sustainable human settlements at appropriate locations	To enforce and monitor Building Regulations	Turnaround time of approving building plans by 30 June 2016	N/A	N/A	Inspection and approval of building plans within 31 days by 30 June 2016	The received plans are approved within specified timeframe (31 days)	Achieved	N/A	N/A	Copy of approved building plans	Nil	Nil	Technical Services
2.27	To plan and support the acceleration of sustainable human settlements at appropriate locations	Conduct Consumer Education	Number of beneficiaries receiving Consumer Education by 30 June	N/A	N/A	To conduct Housing Consumer Education to 500 beneficiaries by 30 June 2016	783 beneficiaries have received Housing Consumer Education	Achieved	N/A	N/A	Attendance Register	Nil	Nil	Technical Services
2.28	To implement effective early warning and improve disaster response and recovery	Conduct awareness campaigns	Number of awareness campaigns by 30 June 2016	N/A	N/A	12 Disaster Risk reduction awareness campaigns conducted by 30 June 2015	14 Disaster risk reduction awareness campaigns have been held	Achieved	N/A	N/A	Reports on awareness campaigns	Nil	Nil	Community Services
2.29	To implement effective early warning and improve disaster response and recovery	Recruitment of volunteers	Number of volunteers recruited	N/A	N/A	Recruitment of 10 fire volunteers in 7 wards	145 fire volunteers have been recruited	Achieved	N/A	N/A	Report of trained volunteers, Attendance register of training	Nil	Nil	Community Services
2.30	Ensure compliance with Road Safety and Regulations	Reduce road carnage	Number of vehicles stopped and checked by 30 June 2016	N/A	N/A	15972 vehicles stopped and checked by 30 June 2016	1606 vehicles have been stopped and checked	Not Achieved	Records management has been a challenge in the department, therefore, most cars stopped and	A records management workshop has been attended and a superintendent has been appointed and will ensure that all cars stopped and	Daily Activity Report	Nil	Nil	Community Services

									checked were not recorded	checked are recorded				
2.31	Ensure compliance with Road Safety and Regulations	Reduce road carnage	Number of vehicles screened for speeding by 30 June 2016	N/A	N/A	9000 vehicles screened for speeding by 30 June 2016	8584 vehicles have been screened	Not Achieved	Machine used for screening had major issues. Department had to send machine for repairs	Machine has been repaired and it is in use	eNatis	Nil	Nil	Community Services
2.32	Ensure compliance with Road Safety and Regulations	Reduce road carnage	Number of disciplinary roadblocks	N/A	N/A	6 Disciplinary roadblocks by 30 June 2016	2 Multi-Disciplinary roadblocks conducted	Not Achieved	Roadblocks are coordinated by the chairperson of the ITLEC	Municipality has appointed a superintendent and Roadblocks are going to be planned internally	Daily Activity Report	Nil	Nil	Community Services
2.33	Ensure compliance with Road Safety and Regulations	Conduct fire inspections	Number of fire inspections conducted	N/A	N/A	Conduct 8 fire inspections	14 fire inspections have been conducted	Achieved	N/A	N/A	Fire Inspection Report	Nil	Nil	Community Services
KPA: LOCAL ECONOMIC DEVELOPMENT														
3.1	To ensure enhancement of appropriate and sustainable LED	Organise LED Forum meetings	Number of LED Forum meetings held by 30 June 2016	N/A	N/A	4 LED Forum meetings held by 30 June 2016	1 meeting was held	Not Achieved	LED meetings have been cancelled	To comply and set a schedule of all quarterly meetings for 2016/17 financial year.	Minutes of meeting, Attendance Register	Nil	Nil	Technical Services
3.2	To ensure enhancement of appropriate and sustainable LED	Review LED Plan	Adopted LED Plan	To review and adopt LED Plan by 30 June 2015	Service Provider was appointed and inception report is in place	Adopt LED Plan by 31 March 2016	LED Plan adopted by Council on 29 March 2016	Achieved	N/A	N/A	Council Resolution	R275 000.00	R265 288	Technical Services
3.3	To ensure enhancement of appropriate and sustainable LED	Facilitate Mayoral Projects	Number of wards implementing Mayoral Projects	N/A	N/A	Facilitate implementation of Mayoral Projects to all 15 wards by 30 June 2016	All 15 wards have received mayoral projects	Achieved	N/A	N/A	Reports on Mayoral Projects	R3000 000.00	R3 199 776	Technical Services
3.4	To ensure enhancement of appropriate and sustainable LED	Comply with Business Licensing Act	Validated and issued Business Licenses	N/A	N/A	Validate and issue Business Licenses by 30 June 2016	Business Licences have been validated and issued	Achieved	N/A	N/A	Copy of validated business licenses	Nil	Nil	Technical Services

3.5	Decrease unemployment through LED job creation	Create job opportunities through EPWP	Number of beneficiaries employed	100 beneficiaries employed through EPWP by 30 June 2015	76 beneficiaries employed through EPWP	50 Beneficiaries employed through EPWP by 30 June 2016.	76 Beneficiaries have been employed through EPWP	Achieved	N/A	N/A	List of appointed beneficiaries	R100 000.00	R1 735 188.30	Community Services
3.6	Decrease unemployment through LED job creation	Create employment opportunities through Capital Project	Number of jobs created through Capital projects	100 beneficiaries employed through Capital	100 employed through capital projects	Create 80 job opportunities through Capital Projects by 30 June 2016	81 job opportunities have been created through Capital projects	Achieved	N/A	N/A	ISD Report (attached in progress reports)	R 24 382 000.00	R30 537 000.00	Technical Services
3.7	Decrease unemployment through LED job creation	Create employment opportunities through LED Projects	Number of jobs created LED Projects	100 beneficiaries employed through LED Projects by 30 June 2015	27 beneficiaries employed through LED projects	Create 20 job opportunities through LED Projects by 30 June 2016	More than 20 job opportunities were created through LED. Each co-operative per ward has more than 3 members	Achieved	N/A	N/A	Mayoral Projects reports	R 3000 000.00	R3 199 776.43	Technical Services
3.8	To contribute towards the development of the Agricultural Sector	Prepare an Agricultural Development Plan, in cooperation with the Dept. of Agriculture	Adopted Agricultural Development Plan	Adopt Agricultural Development Plan by 30 June 2015	Project abandoned due to lack of funds	Adopt Agricultural Development Plan by 30 June 2016	Agricultural Development Plan not developed and adopted	Not Achieved	The process of appointing the service provider to develop the plan has not been finalised (SCM delays)	ensure that the appointment of the service provider is finalised and adopt the Plan in 2016/17 FY	N/A	R250 000.00	R0	Technical Services
3.9	To contribute towards the development of the Agricultural Sector	Support Crop Production Initiatives	Number of Crop Production Projects assisted	N/A	N/A	15 Crop Production Projects assisted by 30 June 2016	3 crop production projects were assisted	Not Achieved	Due to drought it has been difficult to perform agricultural activities	To request assistance from Agricultural extension officers on identifying 15 projects with adequate water by 30 September 2016	Reports to Portfolio Committee	R200 000.00	R0	Technical Services
3.10	To promote SMME Development	Update database of SMMEs and Co-operatives	Updated database of SMMEs indicating	Update database of SMME's indicating local suppliers per	Database has been updated	Update database of SMMEs and Co-operatives per	Database has been updated	Achieved	N/A	N/A	Updated database	Nil	Nil	Technical Services

			local suppliers per ward	ward by 30 June 2015		ward by 30 June 2016								
3.11	To promote SMME Development	Conduct training workshop to SMMEs	Number of SMME's trained by 30 June 2016	Conduct 1 SMME's Workshops by 31 March 2015	SMME workshop was held on March 2015	20 SMMEs trained on business management skills by 30 June 2016	200 SMMEs were trained on Business Skills Management	Achieved	N/A	N/A	Attendance Register	R50 000.00	R0	Technical Services
3.12	To promote SMME Development	Capacitate crafters	Number of crafters capacitated and supported	N/A	N/A	15 Crafters capacitated and supported by 30 June 2016	30 crafters were trained	Achieved	N/A	N/A	Attendance Register	R200 000.00	R0	Technical Services
KPA: MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT														
4.1	Improve financial viability of municipality	Issue learner licenses	Number of learner licenses issued	Issue 350 learner licenses by 30 June 2015	544 learner licenses have been issued	Issue 350 learner licenses by 30 June 2016	1525 learner licenses issued	Achieved	N/A	N/A	eNatis Report	R73 500.00 (Revenue)	R52 620.00 (Revenue)	Community Services
4.2	Improve financial viability of municipality	Issue duplicate learner licenses	Number of duplicate learner licenses issued	N/A	N/A	24 Duplicate learner licences by 30 June 2016	22 Duplicate learner licenses have been issued	Not Achieved	Department received only 22 applications in the financial year	The department has revised the target for 2016/17 to ensure that it is within their control	eNatis Report	R1 920.00 (Revenue)	R1280.00 (Revenue)	Community Services
4.3	Improve financial viability of municipality	Renew/replace driving licenses	Number of renewals/replacements of driving licenses issued	N/A	N/A	180 renewals/replacements of driving licences by 30 June 2016	246 renewals/replacement drivers license have been issued	Achieved	N/A	N/A	eNatis Report	R45 000.00 (Revenue)	R63 250.00 (Revenue)	Community Services
4.4	Improve financial viability of municipality	Issue temporal driving licenses	Number of temporal driving licenses issued	N/A	N/A	60 Temporal driving licences issued by 30 June 2016.	70 Temporal drivers licenses have been issued	Achieved	N/A	N/A	eNatis Report	R5 400.00 (Revenue)	R6480.00 (Revenue)	Community Services
4.5	Improve financial viability of municipality	Issue PDPs	Number of applications for professional driving permit by 30 June 2016.	N/A	N/A	60 Application for professional driving permit issued by 30 June 2016	72 Applications for professional driving permits issued	Achieved	N/A	N/A	eNatis Report	R9 000.00 (Revenue)	R10 800.00 (Revenue)	Community Services
4.6	Improve financial viability of municipality	Increase cash collection from customers	Amount of own revenue collected by 30 June 2016	To collect own revenue of R7 200 000 by 30 June 2015	Collected own revenue of R20 245 775.00	To collect own revenue of R12 875 319.00 by 30 June 2016	R21 173 880.76 Collected as at 30 June 2016	Achieved	N/A	N/A	S71 Report	R12 875 319.00 (Revenue)	R21 173 880.76	Finance Services

4.7	Improve financial viability of municipality	Optimise revenue of operational budget	Percentage spent on Capital Budget by 30 June 2016	To spend 100% on capital budget by 30 June 2015	98% spent during 2014/15 financial year	To spend 100% on capital budget by 30 June 2016	90% spent as at 30 June 2016	Not Achieved	The Thusong centre delays	The expenditure will be completed by the 1st Quarter of 2016-17 financial	S71 Report	R52 212 000.00	R47 178 900.00	Finance Services
4.8	Improve financial viability of municipality	Optimise the expenditure of capital budget	Percentage spent on Operational Budget by 30 June 2016	To spend 100% on Operational budget by 30 June 2015	99.66% of Operational budget was spent	To spend 100% on Operational budget by 30 June 2016	88% spent on operating budget	Not Achieved	The votes were not utilised by the relevant Departments	Monthly the expenditure report must be submitted to MANCO for individuals to monitor spending	S71 Report	R107 587 681.00	R94 677 159.28	Finance Services
4.9	Improve financial viability of municipality	Prepare Billing Statements	Number of billing statements compiled by 30 June 2016	To bill and post billing statements to 510 ratepayers	Billing posted to 510 ratepayers	To compile 12 billing statements by 30 June 2016	12 billing statements have been compiled	Achieved	N/A	N/A	Billing statements	Nil	Nil	Finance Services
4.10	Ensure the Municipality complies with MFMA and Regulations	Review Financial Policies	Reviewed and Adopted Financial Policies by 30 June 2016	Review and adopt SCM Policy by 30 June 2015	SCM Policy have been reviewed and adopted by Council.	Review and adopt Financial Policies by 30 June 2016	Financial Policies have been reviewed and adopted by Council on 30 June 2016	Achieved	N/A	N/A	Council Resolution	R 150 000.00	R260 319.00	Finance Services
4.11	Effective Assets and Liabilities Management	Preparation of GRAP compliant Asset Register	Updated FAR by 31 August 2015	N/A	N/A	To update FAR by 31 August 2015	FAR has been updated	Achieved	N/A	N/A	Updated FAR	Nil	Nil	Finance Services
4.12	Effective Assets and Liabilities Management	Conduct physical verification on Fixed Assets	Submitted report on Fixed Asset verification to council by 30 September 2015	N/A	N/A	Submission of report on Fixed Asset verification to Council	Fixed Asset verification report submitted to Council with AFS	Achieved	N/A	N/A	Minutes of Council meetings	Nil	Nil	Finance Services
4.13	Effective Assets and Liabilities Management	Compare amounts owed to creditors and amounts paid to creditors	Number of reports submitted to Council by 30 June 2016	N/A	N/A	Submission of 12 reports on creditors to Council by 30 June 2016	12 Reports have been submitted to Council	Achieved	N/A	N/A	Minutes of Council meetings	Nil	Nil	Finance Services
4.14	Effective Assets and Liabilities Management	Management of Assets Disposals	Number of reports submitted to	N/A	N/A	Submission of 4 reports on unused and disposed assets	4 Reports have been submitted to Council	Achieved	N/A	N/A	Minutes of Council meetings	Nil	Nil	Finance Services

			Council by 30 June 2016			to Council by 30 June 2016								
4.15	Sound Financial Planning and Report	Preparation and compilation of MFMA Section 122 Statements	AFS submitted to AG by 31 August 2015	N/A	N/A	Submission of AFS to AG by 31 August 2015	AFS have been submitted to AG on the 31st of August 2015	Achieved	N/A	N/A	Acknowledgement of receipt from AG	Nil	Nil	Finance Services
4.16	Sound Financial Planning and Report	Comply with requirements and its Regulations	Audit opinion received by 31 December 2015	N/A	N/A	Achieve clean audit opinion by 31 December 2015	The municipality received an unqualified audit opinion	Not Achieved	The Material adjustment that was made to AFS due to non-disclosure of Retention	Revised the target for 2016-17 financial year and ensure complies to various units	Audit Report	Nil	Nil	Finance Services
4.17	Sound Financial Planning and Report	Preparation of MFMA s72 report	Mid-term Budget approved by Council by 25 January 2016	N/A	N/A	Submission of Mid-term Budget to council to Approve by 25 January 2016	Mid-term budget has been submitted to Council	Achieved	N/A	N/A	Council Resolution	Nil	Nil	Finance Services
4.18	Sound Financial Planning and Report	Preparation of s71 reports	Number of Section 71 Reports submitted to Provincial Treasury	N/A	N/A	Submit 12 Section 71 Reports to Provincial Treasury by the 10 th day of every month	12 Section 71 Reports have been submitted to Provincial Treasury	Achieved	N/A	N/A	Acknowledgement of receipt from Treasury	Nil	Nil	Finance Services
4.19	Sound Financial Planning and Report	Prepare Annual Budget	Annual Budget approved by council by 31 May 2016	N/A	N/A	2016/17 Annual Budget to be approved by Council by 31 May 2016	2016/17 Annual Budget approved by Council on 26 May 2016	Achieved	N/A	N/A	Council Resolution	Nil	Nil	Finance Services
4.20	Sound Financial Planning and Report	Preparation of 2015/16 Adjustment Budget	Adjustment Budget approved by Council by 25 January 2016	N/A	N/A	Submission of Adjustment Budget to Council for approval by the 25 th of January 2016	Adjustment budget was submitted to Council in January 2016, however a new Circular from Treasury suggests that the adjustment budget must be tabled after	Achieved	N/A	N/A	Council Resolution	Nil	Nil	Finance Services

							the Mid-term budget is approved by Council. Therefore, the adjustment budget was submitted in March for approval							
4.21	Sound Financial Planning and Report	Updating Unauthorised Expenditure Register	Report on unauthorised expenditure submitted by September 2015	N/A	N/A	Submission of report on unauthorised expenditure to council by September 2015	The Unauthorised expenditure report was submitted to Council together with AFS	Achieved	N/A	N/A	Minutes of Council meeting	Nil	Nil	Finance Services
4.22	Sound Financial Planning and Report	Prepare monthly and quarterly cash flows	Number of reports submitted to Finance Portfolio Committee by 30 June 2016	N/A	N/A	Submission of 12 cash flows report to Finance Portfolio Committee by 30 June 2016	12 Cash flow statements submitted to the Financial Services Portfolio Committee	Achieved	N/A	N/A	Minutes of meeting, Attendance register	Nil	Nil	Finance Services
4.23	Sound Financial Planning and Report	Implement SCM Policy	Updated Database by 30 June 2016	Update SCM Database by 30 September 2014	SCM Database have been updated	Update SCM Database by 30 June 2016	SCM database has been updated	Achieved	N/A	N/A	Updated SCM Register	Nil	Nil	Finance Services
4.24	Sound Financial Planning and Report	Report all bids awarded from the value of R 100 000,00	Number of reports submitted to council by 30 June 2016	N/A	N/A	Submission of 12 reports on bids awarded from the value of R 100 000,00 to council by 30 June 2016	8 reports has been submitted to Council	Not Achieved	four reports was not submitted to Council due to that no bids were awarded during this term	To adjust the target to 4 reports instead in 2016-17 financial year	Minutes of Council meetings	Nil	Nil	Finance Services
4.25	Sound Financial Planning and Report	Comply with SCM Regulations	Turnaround time for signing SLA after bid is awarded	Sign SLA/Contract within 7 Days after bid had been awarded	Signed Service Level Agreements within 7 Days after bid had been awarded	Sign SLA/Contract within 21 Days after bid had been awarded by 30 June 2016	SLA and Contracts are signed within 21 days after the awarding	Achieved	N/A	N/A	Signed SLAs against Appointment letters	Nil	Nil	Finance Services

4.26	Sound Financial Planning and Report	Update Irregular Expenditure, Contract, Lease, Tender and Insurance Register	Number of reports submitted to council by 30 June 2016	N/A	N/A	Submission of 12 reports on irregular expenditure, Contract, Lease, Tender and Insurance Register to council by 30 June 2016	8 reports has been submitted to Council	Not Achieved	4 reports were not submitted due to non-incurring of irregular expenditure not incurred during this term	To adjust the target to 4 reports instead in 2016-17 financial year	Minutes of Council meetings	Nil	Nil	Finance Services
KPA: GOOD GOVERNANCE & PUBLIC PARTICIPATION														
5.1	Improve effectiveness of public participation in the municipality	Develop and enforce municipal By-laws	Number of by-laws reviewed and gazetted by 30 June 2016	8 By-laws reviewed and gazetted by 30 June 2015	No By-laws have been reviewed and gazetted	3 By-laws reviewed and gazetted by 30 June 2016	12 By-laws have been reviewed and adopted by Council	Not Achieved	Department did not have sufficient funds to gazette the By-Laws	The department is currently sourcing funds to ensure gazetting of By-Laws	Council Resolutions	R 250 000.00	R150 000.00	Community Services
5.2	Improve effectiveness of public participation in the municipality	Participation of library personnel in Government planned programmes	Number of conferences and workshops attended	Attend 2 workshops and conferences organized by Provincial Library Services by 31 March 2015	Attended 1 workshop organised by PLS and 1 workshop organised by LIASA	Attend 2 workshops and conferences organized by Provincial Library Services by 30 June 2016	2 workshops have been attended	Achieved	N/A	N/A	Reports to MANCO	Nil	Nil	Community Services
5.3	Improve effectiveness of public participation in the municipality	Participation of library personnel in Government planned programmes	Number of meetings attended by 30 June 2015	Attend 9 Interest Group meetings by 30 June 2015	4 Interested Groups Attended	Attend 9 Interest Group meetings by 30 June 2016	4 Interest groups attended	Not Achieved	Interest groups are held once per quarter	Target has been revised in the 2016/17 financial year to comply with SMART principle	Attendance Register, Minutes of meetings	Nil	Nil	Community Services
5.4	Improve effectiveness of public participation in the municipality	Creating awareness to the public about the services of the library	Number of school awareness campaigns conducted by 30 June 2016.	Visit 4 Schools on Library services by 30 June 2015	4 school visits were conducted	Conduct 8 school awareness campaigns on library services by 30 June 2016	8 school awareness campaigns have been conducted	Achieved	N/A	N/A	Reports on awareness campaigns	Nil	Nil	Community Services
5.5	Improve effectiveness of public participation in the municipality	Creating awareness to the public about the services of the library	Number of Career Guidance conducted by 30 June 2016	Conduct 1 Career Guidance Initiatives by 30 June 2015	1 Career Guidance Initiatives conducted	Conduct 3 Career Guidance Initiatives by 30 June 2016	3 Career Guidance Initiatives conducted	Achieved	N/A	N/A	Reports on Career Guidance	Nil	Nil	Community Services

5.6	Improve effectiveness of public participation in the municipality	Organise Portfolio meetings	Number of Portfolio meetings held by 30 June 2016	Facilitate the sitting of 48 Portfolio meetings by 30 June 2015	48 meetings were held during 2014/2015 financial year	48 Portfolio meetings held by 30 June 2016	48 Portfolio meetings held	Achieved	N/A	N/A	Minutes of meetings, Attendance registers	Nil	Nil	All Departments
5.7	Improve effectiveness of public participation in the municipality	Organise EXCO meetings	Number of EXCO meetings facilitated	Facilitate the sitting of 12 EXCO meetings by 30 June 2015	14 Executive Committee meetings were held during 2014/2015 financial year	Facilitate the sitting of 12 EXCO meetings by 30 June 2016	20 EXCO meetings were held	Achieved	N/A	N/A	Minutes of meetings, Attendance registers	Nil	Nil	Corporate Services
5.8	Improve effectiveness of public participation in the municipality	Organise Council meetings	Number of Council meetings facilitated	Facilitate the sitting of 4 Council meetings by 30 June 2015	12 Council meetings were held during 2014/2015	Facilitate the sitting of 4 Council meetings by 30 June 2016	14 Council meetings were held	Achieved	N/A	N/A	Minutes of meetings, Attendance registers	Nil	Nil	Corporate Services
5.9	Improve effectiveness of public participation in the municipality	Promote public participation in the budget process	Number of budget consultative meetings held	2 Budget consultative meetings held by 30 June 2015	4 Budget consultative meeting have been held	4 Budget consultative meetings held by 30 June 2016	4 Budget Consultative meetings have been held	Achieved	N/A	N/A	Minutes of meetings, Attendance registers	Nil	Nil	Finance Services
5.10	Improve effectiveness of public participation in the municipality	Provide support to ward committees	Number of functionality assessments reports submitted to COGTA	Conduct 4 ward committee functionality assessments by 30 June 2015	4 ward committee functionality assessments have been conducted. Report has been submitted to CoGTA	4 ward committee functionality assessments reports submitted to COGTA	4 ward committee functionality assessments reports have been submitted to COGTA	Achieved	N/A	N/A	Feedback report from COGTA	Nil	Nil	Office of the MM
5.11	Improve effectiveness of public participation in the municipality	Enhance public participation	Number of Public participation meetings conducted	To conduct 4 IDP Rep Forum meetings by 31 May 2015	3 IDP Rep Forum took place	To conduct 10 IDP Public Participation meetings by 30 June 2016	15 IDP Public participation meetings have been held	Achieved	N/A	N/A	Minutes of meetings, Attendance registers	R 250 000,00	R329 293.83	Office of the MM
5.12	Improve effectiveness of public participation in the municipality	Enhance public participation	Budget and tariff of charges advertised by 30 June 2016	Publish 2 adverts on Budget and Tariff charges by 31 March 2015	2 Adverts have been published on budget and tariff charges	Publish adverts on Budget and Tariff charges by 30 June 2016	Budget and tariff charges have been advertised	Achieved	N/A	N/A	Adverts	Nil	Nil	Finance Services

5.13	To improve response to disasters	Conduct awareness on disaster risk management/fire	Number of awareness campaigns conducted by 30 June 2016	N/A	N/A	4 awareness campaigns on disaster risk management conducted by 30 June 2016	4 awareness campaigns have been conducted	Achieved	N/A	N/A		Nil	Nil	Community Services
5.14	To improve response to disasters	Establishment of Local Disaster/Fire Advisory Forum	Established Local Disaster/Fire Advisory Forum by 30 September 2015	N/A	N/A	To establish Local Disaster/Fire Advisory Forum by 30 September 2015	The forum has not been established	Not Achieved	A Disaster Management Plan had to be developed and adopted before the forum could be established	The Disaster Management Plan has been established and the Forum will be established in the next financial year	N/A	Nil	Nil	Community Services
5.15	To improve response to disasters	Establishment and sitting of Local Disaster/Fire Advisory Forum	Number of Disaster Management/Fire Advisory meetings held by 30 June 2016	N/A	N/A	To have 3 Disaster Management/Fire Advisory Forum meetings by 30 June 2016	4 Disaster Management/Fire Advisory meetings held	Achieved	N/A	N/A	Minutes of meetings, Attendance registers	Nil	Nil	Community Services
5.16	To promote the sustainability and protection of the municipality	Conduct environmental awareness campaigns	Number of environmental awareness campaigns conducted by 30 June 2016.	N/A	N/A	Conduct 4 environmental awareness campaigns by 30 June 2016	4 environmental awareness campaigns conducted	Achieved	N/A	N/A	Reports on awareness campaigns	Nil	Nil	Community Services
5.17	To promote the sustainability and protection of the municipality	Host an Environmental Week	Environmental week held by 30 June 2016.	N/A	N/A	To have an Environmental week by 30 June 2016	Environmental week has been conducted	Achieved	N/A	N/A	Attendance Register, Report on Environmental Week	R250 000.00	R21 816.84	Community Services
5.18	To ensure integration for the provision of services	Facilitate the delivery of basic services in an effective and efficient manner	Number of Operation MBOs coordinated	Coordinate 2 operation MBO by 30 June 2015	3 Operation MBOs were held	Coordinate 4 operation MBOs by 30 June 2016	4 Operation MBOs have been coordinated	Achieved	N/A	N/A	Reports on Operation MBOs	Nil	Nil	Office of the MM
5.19	Promotion of arts, culture and heritage	Participate in cultural events	Number of cultural events coordinated	Assist Department of Arts and Culture in coordinating 4 Cultural	4 Cultural events were coordinated	Participate in the coordination of 4 Cultural events (Department of Arts and	Participated in 5 Cultural Events coordinated by the Arts	Achieved	N/A	N/A	Reports on Cultural events	R500 000.00	R500 000.00	Office of the MM

				events by 30 June 2015		Culture) by 30 June 2016	and Culture Department							
5.20	Promotion of arts, culture and heritage	Establish Arts and Culture Forum	Number of Arts and Culture Forums established	N/A	N/A	Establish 15 Arts and Culture Forums by 30 June 2016	No Arts and Culture Forum established	Not Achieved	There have been delays in filling critical positions in the Special Programmes Unit who assists in the establishment of the Forum	The department has appointed a Special Programmes Manager and Programmes Officer who will facilitate the establishment of the Forum in the 2016/17 financial year	N/A	Nil	Nil	Office of the MM
5.21	Ensure functionality of Widow's Forum	Establish Widows' Forum	Number of Widows' Forums established	N/A	N/A	Establish 15 Widows' Forums by 30 June 2016	15 Widows' Forum has been established	Achieved	N/A	N/A	Minutes of meetings	Nil	Nil	Office of the MM
5.22	Ensure functionality of Men's Forum	Establish Men's Forum	Number of Men's Forums established	N/A	N/A	Establish 15 Men's Forums by 30 June 2016	Men's Forum have not been established	Not Achieved	There have been delays in filling critical positions in the Special Programmes Unit who assists in the establishment of the Forum	The department has appointed a Special Programmes Manager and Programmes Officer who will facilitate the establishment of the Forum in the 2016/17 financial year	N/A	Nil	Nil	Office of the MM
5.23	Ensure functionality of Traditional Healer's Forum	Establish Traditional Healers Forum	Number of Traditional Healers Forums established	N/A	N/A	Establish 15 Traditional Healers Forums by 30 June 2016	5 Traditional Healers Forum have been established	Not Achieved	There have been delays in filling critical positions in the Special Programmes Unit who assists in the	The department has appointed a Special Programmes Manager and Programmes Officer who	Minutes of meetings, Attendance registers	Nil	Nil	Office of the MM

									establishment of the Forum	will facilitate the establishment of the Forum in the 2016/17 financial year				
5.24	Ensure functionality of Traditional Healer's Forum	Organise Traditional Healers event	Number of Traditional Healers Indaba hosted	N/A	N/A	Host 1 Traditional Healer's Indaba by 31 March 2016	Traditional Healer's Indaba not hosted	Not Achieved	There have been delays in filling critical positions in the Special Programmes Unit who assists in the facilitation of hosting the event	The department has appointed a Special Programmes Manager and Programmes Officer who will facilitate the hosting the event in the 2016/17 financial year	N/A	R250 000.00	R0.00	Office of the MM
5.25	Ensure functionality of Women's Forum	Organise Women's Forum meetings	Number of Women's Forum meetings held	N/A	N/A	4 Women's Forum meetings held by 30 June 2016	4 Women's Forum meetings have been held	Achieved	N/A	N/A	Minutes of meetings, Attendance registers	Nil	Nil	Office of the MM
5.26	Ensure functionality of Women's Forum	Coordinate events relating to women issues	Number of events related to women issues coordinated	Coordinate 2 events relating to women issues	4 events were held	Coordinate 3 events relating to women issues by 31 March 2016	3 Women empowerment programmes have been coordinated	Achieved	N/A	N/A	Reports on event, Attendance register	R 1000 000.00	R417 232.29	Office of the MM
5.27	Ensure the functionality of Disability Forums	Organise Disability Forum meetings	Number of Disability Forum meetings held	Facilitate Disability events and coordinate 4 awareness campaigns on disability in all wards by 30 June 2015	One disability event was held	4 Disability Forum meetings held by 30 June 2016	4 Disability Forum meetings have been held	Achieved	N/A	N/A	Minutes of meetings, Attendance registers	Nil	Nil	Office of the MM
5.28	Ensure the functionality of Senior Citizens Forum	Organise Senior Citizens Forum meetings	Number of Senior Citizen Forum meetings held	N/A	N/A	4 Senior Citizens Forum meetings held by 30 June 2016	4 Senior Citizens Forum meetings have been held	Achieved	N/A	N/A	Minutes of meetings, Attendance registers	Nil	Nil	Office of the MM
5.29	Ensure the functionality of LAC	Organise LAC meetings	Number of LAC meetings held	N/A	N/A	4 LAC meetings held by 30 June 2016	4 LAC meetings have been held	Achieved	N/A	N/A	Minutes of meetings, Attendance registers	Nil	Nil	Office of the MM

5.30	To contribute to Youth development	Organise Youth Council meetings	Number of Youth Council meetings held	N/A	N/A	4 Youth Council meetings held by 30 June 2016	4 Youth Council meetings have been held	Achieved	N/A	N/A	Minutes of meetings, Attendance registers	Nil	Nil	Office of the MM
5.31	To contribute to Youth development	Organise Youth events	Number of candidates participated in the Youth driver's license programme	Coordinate Youth celebration and attend Youth Parliament by 30 June 2015	Youth Celebration, Youth Summit and Siyabonga Sangweni Tournament was held	30 candidates to participate in the Youth driver's license programme by 31 March 2016	45 candidates have participated in the programme	Achieved	N/A	N/A	List of participants	R150 000.00	R150 000.00	Office of the MM
5.32	To contribute to Youth development	Organise Youth events	Siyabonga Sangweni tournament hosted by 30 June 2016	Coordinate Youth celebration and attend Youth Parliament by 30 June 2015	Youth Celebration, Youth Summit and Siyabonga Sangweni Tournament was held	To host Siyabonga Sangweni Tournament by 30 June 2016	Siyabonga Sangweni Tournament was held on 24-26 June 2016	Achieved	N/A	N/A	Report on Siyabonga Sangweni Tournament	R600 000.00	R600 000.00	Office of the MM
5.33	To contribute to Youth development	Organise Youth events	Youth Seminar hosted by 31 December 2015	Coordinate Youth celebration and attend Youth Parliament by 30 June 2015	Youth Celebration, Youth Summit and Siyabonga Sangweni Tournament was held	To host Youth Seminar by 31 December 2015	Youth Seminar did not take place	Not Achieved	There have been delays in filling critical positions in the Special Programmes Unit who assists in the facilitation of hosting the event	The department has appointed a Special Programmes Manager and Programmes Officer who will facilitate the hosting the event in the 2016/17 financial year	N/A	R100 000.00	R0	Office of the MM
5.34	To contribute to Youth development	Organise Youth events	Annual Mananga hosted by 30 June 2016	N/A	N/A	To host Annual Mananga by 30 June 2016	The Annual Mananga Event was held on the 16th of June 2016	Achieved	N/A	N/A	Report on Annual Mananga	R150 000.00	R150 000.00	Office of the MM
5.35	To contribute to Youth development	Develop database	Developed database of matriculants and unemployed graduates by 31 March 2016	N/A	N/A	Database of matriculants and unemployed graduates developed by 31 March 2016	Database has been developed	Achieved	N/A	N/A	Matriculants database	Nil	Nil	Office of the MM
5.36	To promote social cohesion	Organise Ministers Forum meetings	Number of Ministers Forum meetings held	N/A	N/A	4 Ministers Forum meetings held by 30 June 2016	4 Ministers Forum meetings have been held	Achieved	N/A	N/A	Minutes of meetings, Attendance register	Nil	Nil	Office of the MM

			by 30 June 2016											
5.37	To promote social cohesion	Coordinate social cohesion programmes	Number of social cohesion programmes coordinated by 30 June 2016	N/A	N/A	To 2 coordinate social cohesion programmes by 30 June 2016	5 Social cohesion programmes have been conducted	Achieved	N/A	N/A	Reports on social cohesion, attendance registers	R250 000.00	R250 000.00	Office of the MM
5.38	Strengthen inter-governmental relations systems	Publish newsletters	Number of newsletters published	N/A	N/A	Publish 4 Municipal Newsletters by 30 June 2016	4 Municipal Newsletter have been published	Achieved	N/A	N/A	Newsletters	Nil	Nil	Office of the MM
KPA: CROSS CUTTING														
6.1	Improve strategic and spatial planning in the municipality	Approve 2016/17 IDP	Reviewed 2016/17 IDP by 30 June 2016	To adopt reviewed 2015/16 IDP by 31 May 2015	2015/16 IDP have been adopted by Council	To adopt 2016/17 IDP by 30 June 2016	IDP was adopted on 26 May 2016	Achieved	N/A	N/A	Council Resolution	R250 000.00	R329 293.83	Office of the MM
6.2	Improve strategic and spatial planning in the municipality	Implementatio n of SPLUMA	Planning By-law Drafted by 30 June 2016	N/A	N/A	Draft Planning By-Law by 30 June 2016	Draft Planning By-Law has been approved by Council	Achieved	N/A	N/A	Council Resolution	Nil	Nil	Office of the MM
6.3	Improve strategic and spatial planning in the municipality	Review Spatial Development Framework	Reviewed and adopted Spatial Development Framework by 30 June 2016	N/A	N/A	Review and adopt Spatial Development Framework by June 2016	Spatial Development Framework has been adopted by Council	Achieved	N/A	N/A	Council Resolution	R500 000.00	R14 870.00	Office of the MM
6.4	Improve strategic and spatial planning in the municipality	Review Land Use Management Scheme	Reviewed Land Use Management Scheme by 30 June 2016	Review and Adopt Land Use management Scheme by 30 June 2015	Service provider has been appointed. LUMS has not been reviewed	Review Land Use Management Scheme by 30 June 2016	Land Use Management Scheme has been reviewed and adopted by Council	Achieved	N/A	N/A	Council Resolution	R275 000.00	R150 000.00	Office of the MM
6.5	Increase social development in municipal area	Attend IGR meetings	Number of IGR meetings attended by 30 June 2016.	N/A	N/A	Attend 4 IGR meetings by 30 June 2016.	4 IGR meetings attended by departments	Achieved	N/A	N/A	Minutes of meetings, Attendance register	Nil	Nil	All Departments
6.6	Increase social development in municipal area	Attend LTT meetings	Number of LTT meetings attended by 30 June 2016.	N/A	N/A	Attend 12 LTT meetings by 30 June 2016	9 LTT meeting held	Not Achieved	3 LTT meetings were cancelled	Ensure compliance in 2016/17 FY by attending 12 LTT meetings	Council Resolution	Nil	Nil	All Departments

6.7	Increase social development in municipal area	Attend Public Participation Programmes	Number of Public Participation Programmes attended by 30 June 2016	N/A	N/A	Attend 4 Public Participations Programmes by 30 June 2016.	4 Public Participation programmes have been attended by departments	Achieved	N/A	N/A	Attendance registers	Nil	Nil	All Departments
6.8	Increase social development in municipal area	Attend War Room meetings	Number of War Room meetings attended by 30 June 2016	N/A	N/A	Attend 12 War Room meetings by 30 June 2016	12 war room meetings attended by departments	Achieved	N/A	N/A	Minutes of meetings, Attendance register	Nil	Nil	All Departments
6.9	Increase social development in municipal area	Organise PMU Forum meetings	Number of PMU meetings held by 30 June 2016	N/A	N/A	12 PMU meetings to be held by 30 June 2016	4 PMU meetings held	Not Achieved	Lack of communication to coordinate the meeting	2016/17 PMU Meeting Calendar will be developed and supplied to Stakeholders	Minutes of meetings, Attendance register	Nil	Nil	Technical Services
6.10	To strengthen engagement with stakeholders of the Municipality	Adopt Informal Economy Policy	Adopted Informal Economy Policy by 31 December 2015.	N/A	N/A	Adoption of Final Informal Economy Policy by 31 December 2015	Informal Economy Policy adopted by Council	Achieved	N/A	N/A	Council Resolution	Nil	Nil	Technical Services
6.11	To improve response to disasters	Review Disaster Management Plan	Reviewed and Adopted Disaster Management Plan by 30 June 2016.	Review and adopt Disaster Management Plan by 30 June 2015	Requisition sent to Finance Services and TOR is in place	Review and Adopt Disaster Management Plan by 30 June 2016.	Disaster Management Plan has been reviewed and adopted by Council	Achieved	N/A	N/A	Council Resolution	Nil	Nil	Community Services
6.12	To reduce road carnage	Engagement and alignment with multi-sectoral stakeholders	Number of ITLEC meetings attended by 30 June 2016.	N/A	N/A	4 ITLEC meetings attended by 30 June 2016.	2 ITLEC meetings attended	Not Achieved	Department could not get approval to attend the remaining 2 ITLEC meetings due to financial constraints	This item has been prioritised in the 2016/17 budget to ensure that the chief traffic officer attends the meetings	Minutes of meetings	Nil	Nil	Community Services
6.13	To reduce road carnage	Engagement and alignment with multi-sectoral stakeholders	Number of Provincial AARTO task team meetings attended by 30 June 2016.	N/A	N/A	4 Provincial AARTO task team meetings attended	1 Provincial AARTO team meeting attended	Not Achieved	Roll out to be effected in April was delayed, therefore all meetings were cancelled	The department is currently waiting for date of implementation of roll out in order to be	Minutes of meetings	Nil	Nil	Community Services

										able to attend AARTO meetings				
6.14	To reduce road carnage	Engagement and alignment with multi-sectoral stakeholders	National AARTO task team meeting attended by 30 September 2015	N/A	N/A	1 National AARTO task team meeting attended by 30 September 2015	National AARTO Task team not attended	Not Achieved	Roll out to be effected in April was delayed, therefore all meetings were cancelled	The department is currently waiting for date of implementation of roll out in order to be able to attend AARTO meeting	N/A	Nil	Nil	Community Services
6.15	To reduce road carnage	Engagement and alignment with multi-sectoral stakeholders	ITMPO general meeting attended by 31 December 2015.	N/A	N/A	1 ITMPO general meeting attended by 31 December 2015	ITMPO general meeting not attended	Not Achieved	Department could not get approval to attend the ITMPO meeting due to financial constraints	This item has been prioritised in the 2016/17 budget to ensure that the chief traffic officer attends the meeting	N/A	Nil	Nil	Community Services

CHAPTER 4 – ORGANISATIONAL DEVELOPMENT PERFORMANCE

Component A: Introduction to the Municipal Personnel

4.1 Employee Total, Turnover and Vacancies

Employees					
Description	2014/15	2015/16			
	No. of Employees	Approved posts	No. of Employees	No. of Vacancies	Vacancy rate (%)
Section 54/56	5	5	4	1	20%
Community Services	32	47	37	9	19%
Corporate	11	12	11	1	8%
Executive	7	16	15	1	6%
Technical	19	22	17	5	23%
Sports & Recreation	01	1	1	1	0%
Finance	10	17	13	4	24%
Total	85	120	98	22	18%

Vacancy Rate: 2015/16			
Designation	No. of Approved Posts	No. of Vacant Posts	Vacancy Rate (%)
Municipal Manager	1	0	0%
CFO	1	0	0%
Other s56 Managers	3	1	33.3%
Middle Managers (Excluding Finance Services)	10	4	40%
Middle Managers (Finance Services)	2	0	0%
Supervisors (Excluding Finance Services)	16	4	25%
Supervisors (Finance Services)	9	3	33.33%
Traffic Officers	6	0	0%
Fire Fighters	10	0	0%
Total	58	12	

Turn-over Rate			
2015/16			
Details	Total Appointments as of the beginning of Financial Year	Termination during the Financial Year	Turn-over Rate
2013/14	11	6	
2014/15	27	10	
2015/16	49	10	
Total	87	26	

Component B: Managing the Workforce

4.2 Policies

HR Policies and Plans				
	Name of policy	Completed %	Reviewed %	Date adopted by council or comment on failure to adopt
1	Recruitment of Senior Managers	100%		June 2015
2	Sexual Harassment	100%		June 2015
3	Acting Allowance Policy	100%		June 2015
4	Bereavement Policy	100%		June 2015
5	Induction Policy	100%		June 2015
6	Probation policy	100%		June 2015
7	Private Work & Declaration of interest policy	100%		June 2015
8	Protective clothing policy	100%		June 2015
9	Smoking Policy	100%		June 2015
10	Internship Policy	100%		June 2015
11	Leave Policy	100%		June 2015
12	Recruitment and selection Policy	100%		June 2015
13	Exit Interview Policy	100%		June 2015
14	Termination of Services Policy	100%		June 2015
15	Disciplinary Code for Councillors	100%		June 2015
16	Legal representation	100%		June 2015
17	Dress Code	100%		June 2015
18	HIV/Aids	100%		June 2015
19	Promotion and Transfer	100%		June 2015
20	Benefits and allowances	100%		June 2015
21	Employment Equity plan	100%		June 2015
22	Human Resources plan	100%		June 2015
23	Workplace Skills Plan	100%		June 2015

4.3 Injuries, sickness and suspensions

Number and Cost of Injuries on Duty					
Type of injury	Injury Leave Taken (Days)	Employees using injury leave (Number)	Proportion employees using injury leave (%)	Average Injury Leave per employee	Total Estimated Cost (Rands)
Required basic medical attention	0	0	0	0	0
Temporary total disablement	0	0	0	0	0
Permanent disablement	0	0	0	0	0
Fatalities	0	0	0	0	0
Total	0	0	0	0	0

Number of days and cost of sick leave(excluding injuries on duty)						
Salary band	Total sick leave (Days)	Proportion of sick leave without medical certificate (%)	Employees using sick leave (Number)	Total employees in post (Number)	Average sick leave per employee (Days)	Estimated cost (Rands)
Lower skilled (Levels1-2)	00	00	00	00	0	0
Skilled (Levels 3- 5)	165	1.8%	17	22	7	
Highly skilled production(6- 8)	175	17%	19	28	6.25	
Highly skilled supervision(levels 9-12)	256	0.12%	23	32	8	
Senior management(levels 13- 15)	50	24%	8	12	4	
MM and s57	5	20%	2	4	1	
Total	651	13%	69	98	26	

Number and Period of Suspensions				
Position	Nature of Alleged Misconduct	Date of Suspension	Details of Disciplinary Action taken or Status of Case and Reason why not Finalised	Date Finalised
N/A	N/A	N/A	N/A	N/A

Disciplinary Action taken on cases of Financial Misconduct			
Position	Nature of Alleged Misconduct and Rand value of any loss to the Municipality	Disciplinary action taken	Date finalised
N/A	N/A	N/A	N/A

4.4 Performance Rewards

Performance Rewards by Gender					
Designations	Beneficiary Profile				
	Gender	Total Number of Employees in Group	Number of Beneficiaries	Expenditure on Rewards	Proportion of beneficiaries within group
Lower skilled (Levels 1-2)	Male	00	0	0	0
	Female	00	0	0	0
Skilled (Levels 3-5)	Male	11	0	0	0
	Female	11	0	0	0
Highly skilled (Levels 6-8)	Male	18	0	0	0
	Female	10	0	0	0
Highly skilled supervisors (Levels 9-12)	Male	12	0	0	0
	Female	20	0	0	0
Middle Managers (Levels 13-15)	Male	09	0	0	0
	Female	03	0	0	0
MM and s56 Managers	Male	03	0	0	0
	Female	01	0	0	0
Total		98	0	0	0

4.5 Skills Development and Training

Skills Matrix														
Management Level	Gender	No. of Employees in post as at 30 June Year 2016	Number of Skilled employees required and actual as at 30 June 2016											
			Learnerships			Skills programmes & other short Courses			Other forms of trainings			Total		
			Actual: End of 2014/15	Actual: End of 2015/16	2016/17 Target	Actual: End of 2014/15	Actual: End of 2015/16	2016/17 Target	Actual: End of 2014/15	Actual: End of 2015/16	2016/17 Target	Actual: End of 2014/15	Actual: End of 2015/16	2016/17 Target
s56, Legislators	Female	10	0	0	0	0	0	10	9	11			11	10
	Male	23	0	0	0	0	23	23	21	2	2		23	21
Senior officials and managers	Female	3	0	0	0	1	3	3		1	1			3
	Male	09	0	0	0	1	9	9		3	02		12	9
Technicians and associate professional (Registered with professional Associate Body)	Female	00	0	0	0	0								
	Male	01	0	0	0	0	01	01					01	01
Professionals	Female	09	0	0	0	0	9	7		4	2		13	09
	Male	10	0	0	0	0	10	8		2	2		12	10
Clerical and administrative workers	Female	17	0	0	0	0	17	11		1	1		18	12
	Male	5	0	0	0	0	5	5		1	1		6	6
Sales and service workers	Female	5	0	0	0	0	3	5		5			3	08
	Male	11	0	0	0	0	3	11		11			3	11
Machinery Operators and Drivers	Male	11	0	0	0	0	2	5		11	11		2	05
Elementary Occupations	Female	4	0	0	0	0	1	2		4	4		1	2
	Males	8	0	0	0	0	2	4		8	8		2	4
	Females		0	0	0	0								
		126	0	0	0	2	88	104	30	64	34		96	111

Financial Competency Development: Progress Report						
Description	A. Total number of officials employed by municipality [(Reg. 14(4)(a) and (c)]	B. Total number of officials employed by municipal entities [(Reg. 14(4)(a) and (c)]	Consolidated: Total of A and B	Consolidated: Competency assessments completed for A and B [(Reg. 14(4)(f))]	Consolidated: Total number of officials whose performance agreements comply with Regulation 16 [(Reg. 14(4)(f))]	Consolidated: Total number of officials that meet prescribed competency levels [(Reg. 14(4)(f))]

Financial Officials

Accounting Officer	1	0	1	0	1	1
Chief Financial Officer	1	0	1	0	1	1
Middle Managers	1	0	1	0	N/A	1
Any other financial officials	8					

Supply Chain Management Officials

Heads of Supply Chain Management unit	1	0	1	1	1	1
Manager: Supply Chain Management	1	0	1	0	N/A	1
Accountant: Supply Chain Management	1	0	1	N/A	N/A	In process
Procurement Officer						
Administration Officer: Supply Chain	1	0	1	N/A	N/A	In process
Total						

Note: This is a statutory report under the National Treasury, Local Government: MFMA Competency Regulations (2007)

Skills Development Expenditure

R

Management Level	Gender	Employees at the beginning of the financial year Number	Original Budget and Actual Expenditure on Skills Development: 2015/16							
			Learnership		Skills Programmes and other shorts courses		Other form of training		Total	
			Original budget	Actual	Original budget	Actual	Original budget	Actual	Original budget	Actual
S56, Legislators	Female	10	0	0	250000	100000	55000	55000		
	Male	21	0	0	Same as above		100000	100000		
Senior Officials and Managers	Female	3	0	0	400000 (Training Vote)		174000	174000		
	Male	09	0	0	400000 (Training Vote)		219000	219000		
Professionals	Female	09	0	0	400000 (Training Vote)		292000	292000		

	Male	10	0	0	400000 (Training Vote)		146000	146000		
Technicians and associate professionals	Female		0	0	400000 (Training Vote)		0	0		
	Male	01	0	0	400000 (Training Vote)		0	0		
Clerical and administrative workers	Female	17	0	0	400000 (Training Vote)					
	Male	5	0	0	400000 (Training Vote)					
Service and sales workers	Female	5	0	0	400000 (Training Vote)	80000	0	0		
	Male	11	0	0	400000 (Training Vote)					
Plant and machine operators and assemblers	Female		0	0	400000 (Training Vote)					
	Male	11	0	0	400000 (Training Vote)					
Elementary Occupations	Female	4	0	0	400000 (Training Vote)	30000				
	Male	8	0	0	400000 (Training Vote)	30000				
Sub-total	Female		0	0						
	Male		0	0						
Total		126	0	0						
% and R value of municipal salaries (original budget) allocated for workplace skills plan									%	R

Component C: Managing the Workforce Expenditure

Number Of Employees Whose Salaries Were Increased Due To Their Positions Being Upgraded		
Beneficiaries	Gender	Total
Lower Skilled (Levels 1-2)	N/A	0
Skilled (Levels 3-5)	N/A	0
Highly Skilled (Levels 6-8)	N/A	0
Highly Skilled supervision (Levels 9-11)	N/A	0
Management (Levels 13-16)	N/A	0
MM and s56 Managers	N/A	0
Total		

Employees Whose Salary Levels Exceed The Grade Determined By Job Evaluation				
Occupation	Number of employees	Job Evaluation Level	Remuneration Level	Reason for Deviation
N/A	N/A	N/A	N/A	N/A

Employees appointed to posts not approved				
Department	Level	Date of appointment	No. appointed	Reason for appointment when no established post exist
N/A	N/A	N/A	N/A	N/A

CHAPTER 5 – FINANCIAL PERFORMANCE

Component A: Statements of Financial Performance

5.1 Grants

Description	Grant Performance				R'000	
	2014/15	2015/16		Actual	2015/16 Variance	
	Actual	Budget	Adjustment Budget		Original Budget (%)	Adjustments Budget (%)
Operating Transfers and Grants	75 172	105 679	105 679	105 679	0%	0%
National Government:						
Equitable share	67 325	93 949	93 949	93 949	0%	0%
Municipal Systems Improvement	934	930	930	930	0%	0%
Integrated National Electrification Programme	5 113	9 000	9 000	9 000	0%	0%
Financial Management Grant	1 800	1 800	1 800	1 800	0%	0%
Other transfers/grants	-	-	-	-	-	-
Provincial Government:						
Provincial Libraries	661	723	723	723	0%	0%
Housing						
Ambulance subsidy						
Sports and recreation						
Other transfers /grants [insert description]						
District Municipality [insert description]						
Other grant providers:	-	-				
Small Town Rehabilitation	-	-	3000	3000	-	0%
Total operating Transfers and Grants	75 833	-	-	106 402	-	-

Grants received from sources other than division of revenue act (DORA)						
R'000						
Details of Donor	Actual Grant 2014/15	Actual grant: 2015/16	Year 0 Municipal contribution	Date grant terminates	Date municipal contribution terminates	Nature and benefits from the grant received , include description of any contribution in kind
Parastatals						
A – RBM	-	1 560				Grant to support Thusong Centre
A – COGTA	4 000					Grant to support Thusong Centre

5.2 Asset Management

TREATEMENT OF THE THREE LARGEST ASSETS ACQUIRED YEAR 2015/2016				
Asset 1				
Name	Motor Vehicle			
Description	2015 Ford Ranger T6 3.2D			
Asset type	Motor Vehicle			
Key staff involved	Emergency Services			
Staff responsibilities				
Assets value	2012/13	2013/14	2014/15	2015/16
				R468 394.00
Capital implications				
Future purpose of assets	Fire Rescue Services			
Describe key issues	Emergency Services			
Policies in place to manage asset	Asset Management Policy			
Asset 2				
Name	Motor Vehicle			
Description	2015 Ford Ranger T6 3.2D			
Assets type	Motor Vehicle			
Key staff involved	Emergency Services			
Staff responsibilities				
Asset Value	2012/13	2013/14	2014/15	2015/16
				R468 394.00
Capital implications				
Future purpose of assets	Fire Rescue Services			
Describe key issues	Emergency Services			
Policies in place to manage assets	Asset Management Policy			
Asset 3				
Name	Park Homes			
Description	Office Space			
Asset type	Building			
Key staff involved	Administration Staff			
Staff responsibilities				
	2012/13	2013/14	2014/15	2015/16
Assets value				1 192 000.00
Capital implications				
Future purpose of asset	Administration purposes			
Describe key issues				
Policies in place to manage asset	Asset Management Policy			

Component B: Cash Flow Management and Investments

5.3 Capital Spending on 5 Largest Projects

Capital Expenditure of 5 Largest Projects					
Name of Project	Current: 2015/16			Variance: 2015/16	
	Original Budget	Adjustment Budget	Actual Expenditure	Original Variance (%)	Adjustment Variance (%)
A – Thusong Centre	R11 000 000,00	R11 000 000,00			
B – Cinci Electrification	R9 000 000,00	R9 000 000,00		0	0
C – Malaphansi MPCC	R4 100 000,00	R4 100 000,00	R3 716 216.00	0	0
D – Mtholeni Access Road	R4 400 000,00	R4 400 000,00	R3 715 146.79	0	0
E – Fuyeni Access Road	R3 800 000,00	R3 800 000,00	R3 800 000.00	0	0
Name of Project – A	Thusong Centre				
Objective of Project	To provide access to integrated, cost effective and responsive government information and services, particularly to those rural areas around uMfolozi.				
Delays					
Future Challenges					
Anticipated citizen benefits	Community under uMfolozi Municipality				
Name of Project – B	Cinci Electrification				
Objective of Project	To give Cinci Community access to electricity among other services.				
Delays	None				
Future Challenges	None				
Anticipated citizen benefits	Ward 11 Community				
Name of Project – C	Malalaphansi Multi-Purpose Centre				
Objective of Project	MPCC will accommodate the Community of Malalaphansi Village and surrounding Villages in terms of carrying out functions, Exhibitions and any relevant community gathering.				
Delays	None				
Future Challenges	None				
Anticipated citizen benefits	Ward 4 and Ward 1 Community				
Name of Project – D	Mtholeni Access Road				
Objective of Project	To create gravel road accessible to the community of Ebulimeni Village ward 11. The road gives community access to emergency services such as Ambulance and SAPS.				
Delays	None				
Future Challenges	None				
Anticipated citizen benefits	Ward 11 Community				
Name of Project – E	Fuyeni Gravel Road				
Objective of Project	To provide safe gravel road access to the community of Fuyeni Village ward 12.				
Delays	None				
Future Challenges	None				
Anticipated citizen benefits	Ward 12 Community				

Municipal Infrastructure Grant (MIG) Expenditure on Service Backlogs: 2015/16

R'000

Details	Budget	Adjustment Budget	Actual	Variance		Major conditions applied by donor
				Budget	Adjustment Budget	
Infrastructure – Road Transport				%	%	None
Roads, Pavements & Bridges	0	0	0	0%	0%	None
Storm water	0	0	0	0%	0%	None
Infrastructure – Electricity						
Generation	0	0	0	0%	0%	None
Transmission & Reticulation	0	0	0	0%	0%	None
Street Lighting	0	0	0	0%	0%	None
Infrastructure – Water						
Dams & Reservoirs	0	0	0	0%	0%	None
Water purification	0	0	0	0%	0%	None
Reticulation	0	0	0	0%	0%	None
Infrastructure – Sanitation						
Reticulation	0	0	0	0%	0%	None
Sewerage purification	0	0	0	0%	0%	None
Infrastructure – Other				%	%	None
Waste Management	0	0	0	0%	%	None
Transportation	0	0	0	0%	%	None
Gas	0	0	0	0%	%	None
Other – Specify:						
Halls	R 3 200 000.00	R 3 200 000.00	R 1 962 435.32	38,67%	38,67%	None
Early Childhood Centres	R 8 700 000.00	R 8 700 000.00	R 6 893 923.59	20,76%	20,76%	None
MPCC	R 4 100 000.00	R 4 100 000.00	R 3 716 216.00	9,36%	9,36%	None
Youth Centre	R 1 000 000.00	R 1 000 000.00	R 940 449.15	5,96%	5,96%	None
Bus Shelters						None
Total				%	%	

5.4 Cash Flow

Cash Flow Outcomes				
R'000				
Description	2014/15	2015/16		
	Audited Outcome	Original Budget	Adjusted 1B1udget	Actual
CASH FLOW FROM OPERATING ACTIVITIES				
Receipts				
Ratepayers and other	5 845	13 463	13 463	13 463
Government -operating	117 422	78 020	78 020	78 020
Government - capital	-	33 382	33 382	39 837
Interest	1 560	500	500	500
Dividends	-	-	-	-
Payments				
Suppliers and employees	(73 910)	(96 216)	(96 216)	(96 216)
Finance charges	(10)	-	-	-
Transfers and grants	-	450	675	675
NET CASH FROM (USED) OPERATING ACTIVITIES	50 907	28 700	37 141	29 825
CASH FLOWS FROM INVESTING ACTIVITIES				
Receipts				
Proceeds on disposal of PPE	145	-	-	-
Decrease (increase) in non-current debtors	-	-	-	-
Decrease (increase) other non-current receivables	-	-	-	-
Decrease (increase) in non-current investments	-	-	-	-
Payments				
Capital assets	(50 213)	(44 082)	(27 082)	(27 082)
NET CASH FROM (USED) INVESTING ACTIVITIES	(50 068)	(44 082)	(27 082)	(27 082)
CASH FLOWS FROM FINANCING ACTIVITIES				
Receipts				
Short term loans				
Borrowing long term / refinancing	2 194	17 000	(17 000)	-
Increase (decrease) in consumer deposits				
Payments				
Repayment of borrowing				
NET CASH FROM (USED) FINANCING ACTIVITIES	2 194	17 000	(17 000)	-
NET INCREASE (DECREASE) IN CASH HELD	3 033	1 618	(6 941)	2 743
Cash /cash equivalents at the year begin :	156	156	1 774	1 774
Cash /cash equivalents at the year-end :	3 189	1 774	(5 167)	4 517

Chapter 6 – Auditor General Findings and Action Plan

Component A: 2014/15 Audit Findings and Action Plan

Auditor-General of South Africa

uMfolozi Municipality - Audit report 2014-15

Report of the auditor-general to the KwaZulu-Natal Provincial Legislature and the Council on uMfolozi Municipality

Report on the financial statements

Introduction

1. I have audited the financial statements of the uMfolozi Municipality set out on pages XX to XX, which comprise, the statement of financial position as at 30 June 2015, the statement of financial performance, statement of changes in net assets, cash flow statement and the statement of comparison of budget information with actual information for the year then ended as well as the notes, comprising a summary of significant accounting policies and other explanatory information.

Accounting officer's responsibility for the financial statements

2. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the South African Standards of Generally Recognised Accounting Practice (SA Standards of GRAP) and the requirements of the Local Government: Municipal Finance Management Act of South Africa, 2003 (Act No. 56 of 2003) (MFMA) and the Division of Revenue Act of South Africa, 2014 (Act No. 10 of 2014) (DoRA), and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor general's responsibility

3. My responsibility is to express an opinion on the financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing. Those standards require that I comply with ethical requirements, and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.
4. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the municipality's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.
5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

6. In my opinion, the financial statements present fairly, in all material respects, the financial position of the uMfolozi Municipality as at 30 June 2015 and its financial performance and cash flows for the year then ended, in accordance with the SA Standards of GRAP and the requirements of the MFMA and DoRA.

Additional matter

7. I draw attention to the matter below. My opinion is not modified in respect of this matter.

Unaudited disclosure notes

8. In terms of section 125(2)(e) of the MFMA the municipality is required to disclose particulars of non-compliance with the MFMA. This disclosure requirement did not form part of the audit of the financial statements and accordingly I do not express an opinion thereon.

Report on other legal and regulatory requirements

9. In accordance with the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA) and the general notice issued in terms thereof, I have a responsibility to report findings on the reported performance information against predetermined objectives for selected development priorities presented in the annual performance report, compliance with legislation and internal control. The objective of my tests was to identify reportable findings as described under each subheading but not to gather evidence to express assurance on these matters. Accordingly, I do not express an opinion or conclusion on these matters.

Predetermined Objectives

10. I performed procedures to obtain evidence about the usefulness and reliability of the reported performance information for basic service delivery development objective presented in the annual performance report of the municipality for the year ended
30 June
2015.
11. I evaluated the reported performance information against the overall criteria of usefulness and reliability.

I evaluated the usefulness of the reported performance information to determine whether it was presented in accordance with the National Treasury's annual reporting principles and whether the reported performance was consistent with the planned development objective. I further performed tests to determine whether indicators and targets were well defined, verifiable, specific, measurable, time bound and relevant, as required by the National Treasury's *Framework for managing programme performance information* (FMPPI).

12. I assessed the reliability of the reported performance information to determine whether it was valid, accurate and complete.

13. I did not identify any material findings on the usefulness and reliability of the reported performance information for the basic service delivery development objective.

Additional matters

14. Although I identified no material findings on the usefulness and reliability of the reported performance information for the selected development objective, I draw attention to the following matters:

Achievement of planned targets

15. Refer to the annual performance report on pages XX to XX for information on the achievement of the planned targets for the year.

Adjustment of material misstatements

16. I identified material misstatements in the annual performance report submitted for auditing on the reported performance information for basic service delivery development objective. As management subsequently corrected the misstatements, I did not identify any material findings on the usefulness and reliability of the reported performance information.

Compliance with legislation

17. I performed procedures to obtain evidence that the municipality had complied with applicable legislation regarding financial matters, financial management and other related matters. My material findings on compliance with specific matters in key legislation, as set out in the general notice issued in terms of the **PM**, are as follows:

Strategic planning and performance management

18. Revisions to the service delivery and budget implementation plan were not approved by the council after the approval of the adjustments budget, as required by section 54(1)(c) of the MFMA.
19. The KPIs set by the municipality did not include indicators on percentage of households with access to basic level of solid waste removal as required by section 43(2) of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) and the Municipal planning and performance management regulation 10(a).

Annual financial statements

20. The financial statements submitted for audit were not prepared, in all material respects in accordance with the requirements of section 122 of the MFMA. Material misstatement of retentions, property, plant and equipment and revenue, identified by the auditors in the submitted financial statements were subsequently corrected and the supporting records were provided subsequently, resulting in the financial statements receiving an unqualified audit opinion

Procurement and contract management

21. Goods and services with a transaction value of below R200 000 were procured without obtaining the required price quotations as required by supply chain management regulation 17 (a) and (c).

Expenditure management

22. Reasonable steps were not taken to prevent unauthorised and irregular expenditure, as required by section 62(1)(d) of the MFMA.

Internal control

23. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with legislation. The matters reported below are limited to the significant internal control deficiencies that resulted in the findings on the annual performance report and the findings on compliance with legislation included in this report.

Leadership

24. The municipal manager did not exercise adequate and effective oversight responsibility over compliance with policies, procedures and internal controls. Furthermore, management did not take effective measures to address previous findings on irregular expenditure and compliance with legislation due to key officials lacking appropriate competencies.

Financial and performance management

25. Management did not prepare financial and performance reports that are supported and evidenced by reliable information due to inadequate reviews of the annual financial statements and performance reports being submitted for audit which resulted in material misstatements.

Other reports

Investigations

26. An independent consulting firm performed an investigation at the request of the municipality, which covered the period 1 July 2013 to 30 June 2014. The investigation was initiated based on an allegation of supply chain management irregularities. The investigation was concluded on 30 June 2015 and resulted in the resignation of the effected employee prior to any disciplinary proceedings.

Auditor General

Pietermaritzburg

27 November 2015



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

Management Action Plan for the year ending 30 June 2016

Reference to audit report / management report	Finding	Component affected	Person responsible	Action plan	Action date	Status
Paragraph 16 / Audit report	Material amendments to the annual performance report	Predetermined objectives (Performance information)	Director: Corporate services	1. Thorough review of the annual performance report by management (first level assurance). 2. Thorough review of the annual performance report by Internal audit unit and audit committee (second level assurance).	31 August 2016	Not started
Paragraph 18 / Audit report	Revisions to the service delivery and budget implementation plan were not approved by the council after the approval of the adjustments budget, as required by section 54(1)(c) of the MFMA.	Predetermined objectives (Performance information)	Director: Corporate services	Ensure the Revised Service Delivery and Budget Implementation Plan is approved after the approval of the adjustment budget	31 March 2016	Not started
Paragraph 19 / Audit report	The KPIs set by the municipality did not include indicators on percentage of households with access to basic level of solid waste removal as required by section 43(2) of the MSA and the Municipal planning and performance	Predetermined objectives (Performance information)	Director: Corporate services	1. Standard operating procedures or a strategic planning checklist to be developed to ensure compliance with laws and regulations 2. Ensure that the KPIs set by the municipality	31 March 2016	Not started

	management regulation 10(a).			include indicators on percentage of households with access to basic level of solid waste removal as required by section 43(2) of the MSA and the Municipal planning and performance management regulation 10(a).		
Paragraph 20 / Audit report	The financial statements submitted for audit were not prepared, in all material respects in accordance with the requirements of section 122 of the MFMA. Material misstatement of retentions, property, plant and equipment and revenue, identified by the auditors in the submitted financial statements were subsequently corrected and the supporting records were provided subsequently, resulting in the financial statements receiving an unqualified audit opinion.	Financial statements	Director: Financial services	1. Prepared financial statements twice a year (i.e. interim and final). 2. Thorough review of financial statements by management (first level assurance). 3. Thorough review of financial statements by Internal audit unit and audit committee (second level assurance).	31 August 2016	Not started
Paragraph 21 / Audit report	Goods and services with a transaction	Procurement and contract management	Director: Financial services	1. Implement a SCM checklist, to be attached	On-going	In-progress

	value of below R200 000 were procured without obtaining the required price quotations as required by supply chain management regulation 17 (a) and (c).			to each expenditure voucher. 2. Strictly monitor the implementation of the SCM checklist.		
Paragraph 22 / Audit report	Reasonable steps were not taken to prevent unauthorised and irregular expenditure, as required by section 62(1)(d) of the MFMA.	Expenditure management	Director: Financial services	1. Implement a SCM checklist, to be attached to each expenditure voucher. 2. Strictly monitor the implementation of the SCM checklist.	On-going	In-progress

Component B: 2015/16 Audit Findings and Action Plan

Appendices

Appendix A: Councillors, Committee Allocation and Council Attendance

Council Attendance					
Council Members	Full Time/ part time FT/PT	Committee Allocated	Ward and/or Party Rep represented	Percentage Council Meetings Attended	Percentage Apologies for non- attendance
				%	%
Cllr ZD Mfusi	PT	Council	PR Councillor for ANC	100%	0%
Cllr SW Mgenge	PT	Council	Ward 11 Councillor for ANC	100%	0%
Cllr ME Ntshangase	PT	Council	Ward 1 Councillor for ANC	100%	0%
Cllr BT Mnqayi	PT	Council	PR Councillor for ANC	100%	0%
Cllr TS Gumede	PT	Council	PR Councillor for IFP	100%	0%
Cllr XM Bhengu	PT	Council	Ward 12 Councillor for IFP	100%	0%
Cllr TE Mhlongo	PT	Council	PR Councillor for IFP	100%	0%
Cllr FPB Mpungose	PT	Council	Ward 9 Councillor for IFP	100%	0%
Cllr JM Ndimande	PT	Council	Ward 13 Councillor for IFP	50%	50%
Cllr B Mthiyane	PT	Council	Ward 03 Councillor for ANC	100%	0%
Cllr TM Biyela	PT	Council	PR Councillor for IFP	100%	0%
Cllr ESN Mthimkhulu	PT	Council	Ward 07 Councillor for ANC	100%	0%
Cllr NT Mthiyane	PT	Council	PR Councillor for ANC	100%	0%
Cllr ZG Mcineka	PT	Council	PR Councillor for ANC	100%	0%
Cllr SR Thabethe	PT	Council	PR Councillor for ANC	100%	0%
Cllr ZR Msane	PT	Council	Ward 04 Councillor for ANC	100%	0%
Cllr NC Mthembu	PT	Council	Ward 02 Councillor for ANC	100%	0%
Cllr SK Ngema	PT	Council	PR Councillor for NFP	100%	0%
Cllr B Mnqayi	PT	Council	Ward 10 Councillor for IFP	100%	0%
Cllr MM Mbuyazi	PT	Council	Ward 06 Councillor for ANC	100%	0%
Cllr DZS Mntambo	PT	Council	PR Councillor for ANC	100%	0%
Cllr EBZ Mbhele	PT	Council	Ward 05 Councillor for ANC	100%	0%
Cllr FM Thusi	PT	Council	Ward 15 Councillor for IFP	80%	20%
Cllr SP Makhanya	PT	Council	Ward 8 Councillor for ANC	100%	0%
Cllr FZ Mkhwanazi	PT	Council	PR Councillor for ANC	100%	0%
Cllr SB Cele	PT	Council	PR Councillor for NFP	5%	95%
Cllr NW Mthethwa	PT	Council	PR Councillor for NFP	80%	20%
Cllr SC Ntuli	PT	Council	PR Councillor for IFP	50%	50%
Cllr NH Mkhize	PT	Council	PR Councillor for IFP	100%	0%
Cllr MS Mhlongo	PT	Council	Ward 14 Councillor for ANC	100%	0%

Corporate Services Portfolio Committee

Corporate Services Portfolio Committee					
Members	Full Time/ part time FT/PT	Committee Allocated	Ward and/or Party Rep represented	Percentage Meetings Attended	Percentage Apologies for non- attendance
				%	%
Cllr BT Mnqayi	PT	Corporate Services Portfolio Committee	PR for ANC	98%	2%
Cllr SK Ngema	PT	Corporate Services Portfolio Committee	PR for NFP	90%	10%
Cllr MM Mbuyazi	PT	Corporate Services Portfolio Committee	Ward 6 for ANC	95%	5%
Cllr EBZ Mbhele	PT	Corporate Services Portfolio Committee	Ward 5 for ANC	95%	5%
Cllr NH Mkhize	PT	Corporate Services Portfolio Committee	PR for IFP	61%	39%
Cllr SR Thabethe	PT	Corporate Services Portfolio Committee	PR for ANC	68%	32%
Cllr DSZ Mntanbo	PT	Corporate Services Portfolio Committee	PR for ANC	78%	22%
Cllr TE Mhlongo	PT	Corporate Services Portfolio Committee	PR for IFP	72%	32%
Cllr TS Gumede	PT	Corporate Services Portfolio Committee	PR for IFP	48%	52%
Cllr ZR Msane	PT	Corporate Services Portfolio Committee	Ward 4 for ANC	86%	14%

Financial Services Portfolio Committee

Financial Services Portfolio Committee					
Members	Full Time/ part time FT/PT	Committee Allocated	Ward and/or Party Rep represented	Percentage Meetings Attended	Percentage Apologies for non- attendance
				%	%
Cllr SW Mgenge	PT	Financial Services Portfolio Committee	Ward 11 for ANC	98%	2%
Cllr TM Biyela	PT	Financial Services Portfolio Committee	PR for IFP	90%	10%

Cllr MS Mhlongo	PT	Financial Services Portfolio Committee	Ward 14 for ANC	95%	5%
Cllr NT Mthiyane	PT	Financial Services Portfolio Committee	PR for ANC	98%	2%
Cllr ZG Mcineka	PT	Financial Services Portfolio Committee	PR for ANC	100%	0%
Cllr ESW Mthimkhulu	PT	Financial Services Portfolio Committee	Ward 7 for ANC	95%	5%
Cllr FPB Mpungose	PT	Financial Services Portfolio Committee	Ward 9 for IFP	100%	0%
Cllr SC Cele	PT	Financial Services Portfolio Committee	PR for NFP	5%	95%
Cllr S Ntuli	PT	Financial Services Portfolio Committee	PR for IFP	18%	82%

Community Services Portfolio Committee

Community Services Portfolio Committee					
Members	Full Time/ part time FT/PT	Committee Allocated	Ward and/or Party Rep represented	Percentage Meetings Attended	Percentage Apologies for non-attendance
				%	%
Cllr SK Ngema	PT	Community Services Portfolio Committee	PR for NFP	100%	0%
Cllr SP Makhanya	PT	Community Services Portfolio Committee	Ward 8 for IFP	100%	0%
Cllr MM Mbuyazi	PT	Community Services Portfolio Committee	Ward 6 for ANC	95%	5%
Cllr EBZ Mbhele	PT	Community Services Portfolio Committee	Ward 5 for ANC	98%	2%
Cllr FZ Mkhwanazi	PT	Community Services Portfolio Committee	PR for ANC	76%	24%
Cllr XM Bhengu	PT	Community Services Portfolio Committee	Ward 12 for IFP	100%	0%
Cllr DSZ Mntambo	PT	Community Services Portfolio Committee	PR for ANC	83%	17%
Cllr FM Thusi	PT	Community Services Portfolio Committee	Ward 15 for IFP	38%	62%

Cllr FBP Mpungose	PT	Community Services Portfolio Committee	Ward 10 for IFP	100%	0%
--------------------------	----	--	-----------------	------	----

Technical Services Portfolio Committee

Technical Services Portfolio Committee					
Members	Full Time/ part time FT/PT	Committee Allocated	Ward and/or Party Rep represented	Percentage Meetings Attended	Percentage Apologies for non- attendance
				%	%
Cllr ME Ntshangase	PT	Technical Services Portfolio Committee	Ward 1 for ANC	98%	2%
Cllr XM Bhengu	PT	Technical Services Portfolio Committee	Ward 12 for IFP	96%	4%
Cllr NW Mthethwa	PT	Technical Services Portfolio Committee	PR for NFP	64%	36%
Cllr SP Makhanya	PT	Technical Services Portfolio Committee	Ward 8 for ANC	98%	2%
Cllr B Mthiyane	PT	Technical Services Portfolio Committee	Ward 3 for ANC	76%	24%
Cllr FZ Mkhwanazi	PT	Technical Services Portfolio Committee	PR for IFP	87%	13%
Cllr NC Mthembu	PT	Technical Services Portfolio Committee	Ward 2 for ANC	83%	17%
Cllr JM Ndimande	PT	Technical Services Portfolio Committee	Ward 13 for IFP	38%	62%
Cllr B Mqayi	PT	Technical Services Portfolio Committee	Ward 10 for IFP	87%	13%

Executive Committee

Executive Committee					
Members	Full Time/ part time FT/PT	Committee Allocated	Ward and/or Party Rep represented	Percentage Meetings Attended	Percentage Apologies for non- attendance
				%	%
Cllr SW Mgenge	PT	Executive Committee	Ward 11 for ANC	100%	0%
Cllr ME Ntshangase	PT	Executive Committee	Ward 1 for ANC	100%	0%
Cllr SK Ngema	PT	Executive Committee	PR for NFP	96%	4%
Cllr FM Thusi	PT	Executive Committee	Ward 15 for IFP	63%	37%
Cllr FBP Mpungose	PT	Executive Committee	Ward 9 for IFP	100%	0%
Cllr BT Mnqayi	PT	Executive Committee	PR for ANC	98%	2%

Appendix B: Committees and Committee Purposes

Committees (other than Mayoral / Executive Committee) and Purposes of Committees	
Municipal Committees	Purpose of Committees
Financial Services Portfolio Committee	The Finance Committee reports to, and is accountable to the Executive Committee – Its purpose is:- ◆ Budget preparation and implementation ◆ Revenue and expenditure management ◆ Mid-year budget & performance assessment ◆ Revenue generation ◆ Debt collection, credit control and loans ◆ Supply chain management/ procurement ◆ Capital expenditure control ◆ Investments ◆ Asset and liability management ◆ Internal audit and audit committees ◆ Financial reporting and Auditing.
Corporate Services Portfolio Committee	The Corporate Services Portfolio Committee reports to, and is accountable to the Executive Committee – Its purpose is:- ✚ Administration ✚ Secretariat ✚ Legal Services ✚ Council support ✚ Policies and procedures ✚ Capacity building and Training ✚ Human Resources Management ✚ Performance Management ✚ Fleet Management ✚ Recruitment and Staff Appointment ✚ Staff Benefits and Conditions of Service

	✚ Training and Development ✚ ICT ✚ Labour Legislations and Trade Unions ✚ Occupational Health and Safety
Community Services Portfolio Committee	The Community Services Portfolio Committee reports to, and is accountable to the Executive Committee – Its purpose is:- ✚ Facilities Management ✚ Information Services ✚ Upliftment Programmes ✚ Archives and Internal Library ✚ Occupational Health and Safety ✚ Public Transport ✚ Protection Services ✚ Emergency services & Fire Fighting ✚ Pounds ✚ Safety and Security ✚ Cemeteries (Reservations) ✚ Parks and Recreation ✚ Nature Conservation ✚ Public Works ✚ Traffic and Parking ✚ Public Facilities ✚ Refuse Removal ✚ Trade Regulations ✚ Street Trading ✚ Municipal Abattoirs ✚ Licensing of Dogs ✚ Licensing and Control of undertakings to sell liquor to the Public ✚ Facilities for the accommodation, care and burial of animals ✚ Noise Pollution ✚ Solid Waste Management
Technical Services Portfolio Committee	The Technical Portfolio Committee reports to, and is accountable to the Executive Committee – Its purpose is:- ✚ Marketing ✚ Environmental management ✚ Local economic development ✚ Local tourism ✚ Project Management ✚ Industrial Development Planning ✚ Billboard & Display of Advertisements in Public Places ✚ Environmental Affairs ✚ Cemeteries ✚ Funeral Parlours and Cremations ✚ Agriculture & Craft ✚ Water ✚ Electricity ✚ Sanitation ✚ Solid waste sites ✚ Municipal roads ✚ Business planning ✚ Contracts management ✚ Regulator and monitoring ✚ Implementing agent ✚ Housing (Rural)

Executive Committee	The Executive Committee reports to, and is accountable to Council – its Purpose is:- ✚ To review the performance of the municipality in order to improve: (a) the economy, efficiency and effectiveness of the municipality; (b) the efficiency of credit control and revenue and debt collection services; and (c) the implementation of the municipality's by-laws; ✚ Monitors the management of the municipality's administration in accordance with the policy directions of the municipal council (output monitoring); ✚ Oversees the provision of services to communities in the municipality in a sustainable manner; ✚ Annually reports on the involvement of communities and community organizations in the affairs of the municipality; ✚ Considers recommendations on the alignment of the IDP and the budget received from the relevant councillors; ✚ Ensures that regard is given to public views and reports on the effect of consultation on the decisions of the council; ✚ Makes recommendations to council regarding:- (a) the adoption of the estimates of revenue and expenditure, as well as capital budgets and the imposition of rates and other taxes, levies and duties; (b) the passing of by-laws; and (c) the raising of loans. (d) approval or amendment of the IDP (e) appointment and conditions of service of Municipal Manager and heads of departments
----------------------------	--

Appendix C: Third Tier Administrative Structure

Third Tier Stricture

Directorate	Director/ Manager (state title and name)
Executive Department	Municipal Manager (Mr KE Gamede)
Financial Services Department	Chief Financial Officer (Mr JV Nkosi)
Community Services Department	Director Community Services (Mrs CN Ngema)
Technical Services	Director Technical Services (Mr SG Hlatshwayo)
Executive Department	Deputy Director Strategic Operations (Mr TV Xulu)
Executive Department	Manager Development Planning/IDP (Mrs N Thabethe)
Executive Department	Manager PMS & Compliance (Ms AS Shandu)
Executive Department	Manager Special Programmes (Mr W Khanyile)
Community Services Department	Manager Essential Services & Emergency (Mr DB Mtshali)
Community Services Department	Chief Traffic Officer (Mr DS Mthembu)
Financial Services Department	Manager Finance (Mr VG Mdletshe)
Finance Service Department	Manager Supply Chain Management (Mr M Ntuli)
Corporate Services Department	Manager Human Resources (Mrs BA Mkhwanazi)
Technical Services Department	Manager PMU (Mr TN Xulu)
Technical Services Department	Manager Human Settlements (Mr NMR Magubane)
Technical Services Department	Manager LED (Mr SS Maphanga)
Technical Services Department	Chief Technician (Mr M Sibiya), passed on: 5 February 2016

Appendix D: Functions of Municipality/ Entity

Function	Responsible Body
Air Pollution	Local Municipality/External Service Provider
Building Regulations	Local Municipality
Child Care Facilities	Local Municipality
Electricity reticulation	District Municipality
Fire Fighting	District Municipality/Local Municipality
Local Tourism	District Municipality/ Local Municipality
Municipal Airports	District Municipality/ Local Municipality
Municipal Planning	District Municipality/ Local Municipality
Municipal Health	District Municipality
Municipal Public Transport	Local Municipality
Storm water management	Local Municipality
Trading Regulation	Local Municipality
Water and Sanitation	District Municipality
Beaches and amenities	Local Municipality
Billboards, display of advertisements in public places	Local Municipality
Cemeteries; funeral parlours and crematorium	Local Municipality
Control of public nuisance	Local Municipality
Control of undertakings selling liquor to public	Local Municipality
Facilities for accommodation, care and burial of animals	Local Municipality
Fencing and fences	Local Municipality
Licensing of dogs	Local Municipality
Licensing and control of undertakings that sell food to the public	N/A
Local amenities	Local Municipality
Markets	Local Municipality
Municipal abattoirs	District Municipality
Municipal Parks and Recreation	Local Municipality
Municipal Roads	Local Municipality
Noise Pollution	Local Municipality
Pounds	Local Municipality
Public Places	Local Municipality
Refuse removal, refuse dump ad solid waste disposal	District Municipality/ Local Municipality
Street Trading	Local Municipality
Traffic and Parking	Local Municipality

Appendix E: Ward Information

Ward Title: Ward Name (Number)

Capital Projects: Seven Largest in 2015/16 (Full List at Appendix O)				
R'000				
Ward No.	Project Name and detail	Start Date	End Date	Total Value
02	Thusong Centre	10 February 2015	12 December 2016	R 11 000 000.0
11	Cinci Electrification			R 9 000 000.00
11	Mtholeni Road	30 November 2015	30 May 2016	R 4 400 000.00
04	Malalaphansi MPC	21 July 2015	21 December 2015	R 4 100 000.00
12	Fuyeni Gravel Road	15 June 2015	22 August 2015	R 3 800 000.00
04	Othingweni Community Hall	16 November 2015	10 June 2016	R 3 200 000.00
11	Mgqikane Road Phase 2	30 November 2015	30 May 2016	R 2 300 000.00

Appendix F: Revenue Collection Performance by Vote and by Source

Appendix F 1: Revenue Collection Performance by Vote

Revenue Collection Performance by Vote
R'000

Vote Description	2014/15	2015/16			2016/17	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustments Budget
Example 1 - vote 1	6490	5368	5368	5368	5663	5663
Example 2 - vote 2	279	313	313	313	320	320
Example 3 - vote 3	111	117	117	117	220	220
Example 4 - vote 4	1560	463	463	463	700	700
Example 5 - vote 5	10050	500	500	500	500	500
Example 6 - vote 6	726	-	-	-	320	370
Example 7 - vote 7	84975	98402	98402	98402	132714	132714
Example 8 - vote 8	747	26320	9320	9320	2323	2323
Example 9 - vote 9	-	134	134	134	142	142
Example10 -vote10	-	-	-	-	-	-
Example11 -vote11	-	-	-	-	-	-
Example12- vote12	-	-	-	-	-	-
Example13 -vote13	-	-	-	-	-	-
Example14 -vote14	-	-	-	-	-	-
Example15-vote 15	-	-	-	-	-	-
Total Revenue by Vote	104938	131617-	114617	114617	142952	142952

Appendix F 2: Revenue Collection Performance by Source

Revenue Collection Performance by Source R'000

Description	2014/15	2015/16			2016/17	
	Actual	Original Budget	Adjustment Budget	Actual	Original Budget	Adjustment Budget
Property rates	6490	5368	5368	5368	5663	5663
Property rates – penalties & collection charges	-	134	134	134	142	142
Service Charges – electricity revenue	-	-	-	-	-	-
Service Charges –water revenue	-	-	-	-	-	-
Service Charges – sanitation revenue	-	-	-	-	-	-
Service Charges – refuse revenue	279	313	313	313	320	320
Service Charges – other revenue	-	-	-	-	-	-
Rentals of facilities	111	117	117	117	220	220
Interest earned – external investments	1560	463	463	463	700	700
Interest earned – outstanding debtors	-	-	-	-	-	-
Dividends received	-	-	-	-	-	-
Fines	10050	500	500	500	500	500
Licence and permits	726	-	-	-	370	370
Agency services	-	-	-	-	-	-
Transfers recognised – operational	84975	98402	98403	98402	132714	132714
Other revenue	747	26320	26320	9320	2323	2323
Gains in disposal of PPE	-	-	-	-	-	-
Environmental protection	-	-	-	-	-	-
Total Revenue (excluding capital transfers and contributions)	104938	131617	131618	114617	142952	142952

Appendix G: Conditional Grants Received: Excluding MIG

Conditional Grants: excluding MIG R'000

Details	Budget	Adjustment Budget	Actual	Variance		Major conditions applied by donor (continue below if necessary)
				Budget	Adjustments Budget	
Neighbourhood Development Partnership Grant	-	-	-	-	-	-
Public Transport Infrastructure and Systems Grant	-	-	-	-	-	-
Municipal Systems Improvement Grant	930	930	930	-	-	-
Other Specify:						
FMG	1800	1800	1800	0	0	0
EPWP	1000	1000	1000	-	-	-
INEG	9000	9000	9000	-	-	-
Total						

COMMENT ON CONDITIONAL GRANTS EXCLUDING MIG:

All conditional grants received were fully utilised according to approved business plans and after fulfilling all the criteria and the conditional requirements.

Appendix H: Capital Programme by Project

Capital Programme by Project: 2015/16

Capital Project	Original Budget	Adjustment Budget	Actual	Variance (Act – Adj) %	Variance (Act – OB) %
<u>Water</u>					
None	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A
<u>Sanitation/ Sewerage</u>					
None	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A
<u>Electricity</u>					
Cinci Electrification	R9 000 000,00	R9 000 000,00		None	None
<u>Housing</u>					
<u>Refuse Removal</u>					
None	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A
<u>Storm water</u>					
None	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A
<u>Local Economic Development</u>					
<u>Sports, Arts & Culture</u>					
Sabokwe Sport Ground	R 564 951.32	R 564 951.32	R 564 951.32	N/A	N/A
Welawela Small Playground	R 256 794.12	R 256 794.12	R 218 515.25	N/A	N/A
<u>Environment</u>					
None	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A
<u>Health</u>					
None	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A
<u>Security & safety</u>					
None	N/A	N/A	N/A	N/A	N/A
None	N/A	N/A	N/A	N/A	N/A
<u>IT & Other</u>					
None	N/A	N/A	N/A	N/A	N/A

Appendix I: Capital Programme by Project by Ward

Capital Project by Project by Ward: 2015/16 R'000

Capital Project	Wards Affected	Works Completed (Yes / No)
<u>Water</u>		
None	N/A	N/A
None	N/A	N/A
<u>Sanitation/ Sewerage</u>		
None	N/A	N/A
None	N/A	N/A
<u>Electricity</u>		
<u>Cinci Electrification</u>	Ward 11	No
<u>Housing</u>		
<u>Refuse Removal</u>		
None	N/A	N/A
None	N/A	N/A
<u>Storm water</u>		
None	N/A	N/A
None	N/A	N/A
<u>Economic Development</u>		
<u>Sports, Arts & Culture</u>		
<u>Sabokwe Sport Ground</u>	Ward 5	Yes
<u>Welawela Small Playground</u>	Ward 15	Yes
<u>Environment</u>		
None	N/A	N/A
None	N/A	N/A
<u>Health</u>		
None	N/A	N/A
None	N/A	N/A
<u>Security & safety</u>		
None	N/A	N/A
None	N/A	N/A
<u>IT & Other</u>		
None	N/A	N/A

Appendix J: Assessment of the External Service Providers

Assessment Key	
Good (G)	The service has been provided at acceptable standards and within the time frames stipulated in the SLA/Contract
Satisfactory (S)	The service has been provided at acceptable standards and outside of the timeframes stipulated in the SLA/Contract
Poor (P)	The service has been provided below acceptable standards

External Service provider	Service provided in terms of the Signed SLA	2014/15				2015/16				Corrective measures in case of underperformance	Date awarded	Value of project	
		Performance Target and Time-frames	Assessment of Service Provider's Performance			Performance Target and time-frames	Actual performance as at 30 June 2016	Assessment of Service Provider's Performance					
			G	S	P			G	S				P
Vigil Enterprise Solutions	Monthly Management Accounts	Monthly Management Accounts	Good			Monthly Management Accounts	Monthly Management Accounts compiled and completed	Good			Not Applicable	1 April 2014	R3 820 000.00
	Assist for the system to compiling of Annual Financial Statements	Assist in compiling of Annual Financial Statements				Assist in compiling of Annual Financial Statements	Assisted in compilation of Annual Financial Statements						
	Assist with Audit	Assist with Audit				Assist with Audit	Assisted with Audit						
	Finalising Audit Report	Finalising Audit Report				Finalising Audit Report	Finalised Audit Report						
Delta Blue	Vat Reconciliation Reconciliation of PAYE Assist in Audit of VAT refunds by SARS	Complete Vat Reconciliation Reconciliation of PAYE Assist in Audit of VAT refunds by SARS	Good			Vat Reconciliation Reconciliation of PAYE Assist in Audit of VAT refunds by SARS	Vat Reconciliation completed Reconciliation of PAYE completed Assisted in Audit of VAT refunds by SARS	Good			Not Applicable	7 July 2014	15% of amount refundable

Protea Consulting	Provision of Performance Management Support	Provision of Performance Management Support	Good	Compile the following documents: SDBIP Quarterly Reports Annual Report Annual Performance Assist with performance assessments	The SDBIP, Quarterly Reports, Annual Report and Annual Performance Report have been compiled Assisted during the quarterly performance assessments	Good	N/A	21 February 2014	R3 060 000.00
Umnotho Business Consulting	Internal Audit Services	Internal Audit work compliant with necessary framework Report Quarterly to the Audit Committee	Good	Internal Audit work compliant with necessary framework Report Quarterly to the Audit Committee	Internal Audit work has been done, completed and submitted to Audit Committee timeously Internal Auditors have been reporting to Audit Committee on a quarterly basis	Good	Not Applicable	17 July 2013	R2 985 000.00
Mills Fitchet	Valuation roll maintenance	Valuation roll maintenance on a monthly basis	Good	Valuation roll maintenance on a monthly basis	Valuation roll maintenance has been done on a monthly basis	Good	Not Applicable	1 December 2014	R726 908.00
Masakhekulunge Projects Managers	Engineering Consultants	Designing, Registration and Monitoring of the following Project : Goyintethe Creche,	Good	Designing, Registration and Monitoring of the following Project : Malalaphansi MPC, Novunula Creche,	Designing, Registration and Monitoring has been implemented by the consultant	Good	None	13 December 2013	R 6 200 000.00
Kukho Consulting Engineers	Engineering Consultants	Designing, Registration and Monitoring of the following Project : Thukwini Road Phase 1,	Good	Designing, Registration and Monitoring of the following Project : Thukwini Road Phase 2, Mtholeni Access Road	Designing, Registration and Monitoring has been implemented by the consultant	Good	None	12 December 2013	R8 600 000.00
TLS Engineers and Project Managers	Engineering Consultants	Designing, Registration and Monitoring of the following Project :	Good	Designing, Registration and Monitoring of the following Project :	Designing, Registration and Monitoring has been implemented by the consultant	Good	None	12 December 2013	R 10 200 000.00

		Mgqikane/Sithole Road Phase 1 and		Mgqikane/Sthole Road Phase 2, Ward 11 Youth Centre Market Stall, Mayenziwe Creche, Nhlwathi Road					
Izingalabezi Consulting Engineers	Engineering Consultants	Designing, Registration and Monitoring of the following Project : Fuyeni Gravel Road and Completion of Mphathiswano Community Hall.	Good	Designing, Registration and Monitoring of the following Project : Mphathiwano Small Playground, Sabokwe Sport Ground, Welawela Small Playground, Mvamanzi Small Playground and Ezidonini Small Playground	Designing, Registration and Monitoring has been implemented by the consultant	Good	None	13 November 2012	R 6 400 000.00
Mafahleni Engineers	Engineering Consultants	Designing, Registration and Monitoring of the following Project : Phathane Community Hall, Khondweni Road Phase 2 and Khishwa Community Hall.	Good	Designing, Registration and Monitoring of the following Project : Khayelisha Creche	Designing, Registration and Monitoring has been implemented by the consultant	Good	None	13 November 2012	R 6 800 000.00
Kamawewe Development	Engineering Consultants	Designing, Registration and Monitoring of the following Project : Ntuthunga 2 Pension Paypoint Shelter and Mvamanzi Creche	Good	Designing, Registration and Monitoring of the following Project: Manqamu Road and Pinkie Road	Designing, Registration and Monitoring has been implemented by the consultant	Good	None	12 December 2013	R 5 200 000.00
Danito Trading and Projects	Engineering Consultants	None	N/A	Designing, Registration and Monitoring of the following Project : Bus Shelters	Designing, Registration and Monitoring has been implemented by the consultant	Good	None	12 December 2013	R 2 000 000.00

Mzansi Civil	Engineering Consultants	Designing, Registration and Monitoring of the following Project : Mbhuyeni High Mast Light	Good	Designing, Registration and Monitoring of the following Project : Ntojeni High Mast Light	Designing, Registration and Monitoring has been implemented by the consultant	Good	None	13 November 2012	R 1 900 000.00
BI Infrastructure Consultants	Engineering Consultants	None	N/A	Designing, Registration and Monitoring of the following Project : Oshwashweni Creche and Othingweni Community Hall	Designing, Registration and Monitoring has been implemented by the consultant	Good	None	12 December 2013	R 4 900 000.00
TJ Architects	Engineering Consultants	None	N/A	Designing, Registration and Monitoring of the following Project: New Thusong Centre	Designing, Registration and Monitoring has been implemented by the consultant	Good	None		R 34 000 000.00

CONCLUSION

The Municipality is in accordance with the legislative requirements of the Local Government: Municipal Systems Act, (Act No. 32 of 2000) and the Municipal Finance Management Act (Act No. 56 of 2003), required to report on the performance of the Municipality and present the financial statements for the year under review (2015/16). The Annual Report is a key performance report to the community and other stakeholders that reflects a true, honest and accurate amount of goals set by the Council and the success or otherwise in achieving these goals.

Acronyms/Abbreviations

AFS	Annual Financial Statements
AG	Auditor -General
CIP	Consolidated Infrastructure Plan
COGTA	Corporative Governance and Traditional Affairs
CPMD	Certificate Programme in Management Development
DoE	Department of Energy
DOT	Department Of Transport
EXCO	Executive Committee
FMG	Finance Management Grant
GRAP	Generally Recognised Accounting Practice
IAS	International Accounting Standards
ICT	Information Communications Technology
IDP	Integrated Development Plan
IGR	Intergovernmental Relations
LED	Local Economic Development
LGSETA	Local Government Sectoral Education and Training Authorities
LLF	Local Labour Forum
LUMS	Land Use Management System
MEC	Member of Executive Council
MFMA	Municipal Finance Management Act
MIG	Municipal Infrastructure Grant
MSA	Municipal Systems Act
MTAS	Municipal Turnaround Strategy
NSDP	National Spatial Development Perspective
PMS	Performance Management Systems
SCM	Supply Chain Management
MPAC	Municipal Public Accounts Committee
SDBIP	Service Delivery and Budget Implementation Plan
SDF	Spatial Development Framework
SMME	Small Medium Micro Enterprise
ULM	uMfolozi Local Municipality
WSP	Workplace Skills Plan
APRC	Audit Performance Risk Committee